



PARTWeb Users Manual

Office of Management and Budget
Budget Systems Branch
v. May 2006

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What's New in the User Manual for 2006

As the 2006 PARTWeb season begins, here are a few changes that have been made:

- **Status Levels:** We have changed the status levels so that there will be more flexibility. The new status levels are: Agency, OMB, Collaborate, Pending Final, Fall Updates--Agency Fall Lockout, and Final.
- **XML Data Transfer:** For a few select agencies, they will be able to import/export their PARTs into PARTWeb in a XML data file.
- **Abbreviated Reassessments:** Since many programs that were previously rated Results Not Demonstrated have developed and implemented new performance measures, this year abbreviated reassessments will be permitted in specific cases.
- **Creating New Assessments:** This PARTWeb season, OMB has designed an easier way for agencies to create their PARTs in PARTWeb. We have designed the system to have the codes and titles in a pull-down box. The agency only needs to select which program they want to create out of the assigned list.
- **MAX Homepage:** The Max Homepage has been changed to be better integrated with the PARTWeb application. In the new MAX Homepage, the Agency Administrator will be able to remove and add users, assign user permissions immediately after approving a pending user, and provide global access.
- **Analytical Reports:** The Analytical Reports is designed to give a data dump of three areas of PART: Rating, Improvement Plans, and Performance Measures. It can be used across an agency or when comparing agencies.
- **Web Addresses (URLs):** Web addresses are encouraged to be used in PARTWeb especially in the explanation/evidence in the Questions Answers section. There is a specific way that the web addresses has to be typed in order for it to appear in the printable, publishable version of the full PART, and Expectmore.gov
- **Sequence Numbers:** Sequence numbers are used in the performance measure and follow-up action sections of the PART. Sequence numbers allow organization of the total list of performance measure and improvement plans as well as list of targets/actuals.
- **Spring Updates:** This spring, all 2005UPD PARTs will require a 2006SPR: a Spring Update. The 2006SPR will only allow the improvement plans and the target/actuals of performance measures to be editable. The 2006SPR will allow agencies to update their information that will then be uploaded on to Expectmore.gov

Character Limits

Listed below are the character limits for key fields in PARTWeb:

- **Program Title:** 1024 characters
- **Evidence:** 4000 characters
- **Explanation:** 4000 characters
- **Performance Measure Text:** 4000 characters
- **Performance Measure Explanation:** 4000 characters
- **Performance Measure Target:** 20 characters
- **Performance Measure Actual:** 20 characters
- **Follow-Up Action:** 200 characters

- Follow-Up Action comment: 500 characters
- Funding Account Explanation: 4000 characters

Listed below are the character limits for key fields in Expectmore.gov:

- Program URL: 100 characters
- Program Summary: 325 characters
- Follow-Up action: 200 characters
- Findings: 400 characters

Purpose of This Document

This document is a resource manual for using PARTWeb. The document contains an overview of the system and its features, specific instructions for using those features, and points of contact for technical assistance in troubleshooting.

Additional copies of this help manual may be obtained on-line at <http://www.whitehouse.gov/omb/part/> and <https://max.omb.gov/maxportal/webPage/home/partWebTraining>

Introduction to PARTWeb

As its name implies, PARTWeb is an interactive, web-based database designed to collect and monitor information related to Federal program evaluations conducted under the Program Assessment Rating Tool (PART) process. The PART was developed to assess and improve program performance so that the Federal government can achieve better results. A PART review helps identify a program's strengths and weaknesses to inform funding and management decisions aimed at making the program more effective. The PART therefore looks at all factors that affect and reflect program performance including program purpose and design; performance measurement, evaluations, and strategic planning; program management; and program results. Because the PART includes a consistent series of analytical questions, it allows programs to show improvements over time, and allows comparisons between similar programs.

PARTWeb's Features

PARTWeb is used by both Federal agencies and the Office of Management and Budget (OMB) to complete and collaborate on required elements of PART. Major features and components include:

- A secure user- and agency-based ID system that ensures secure collaboration within agencies and within OMB, depending on the stage of PART completion.

- The ability for agencies and OMB units to set up user accounts and manage access levels.
- Direct access for entering PART data using a web-based application. By using PARTWeb, agencies can create a new PART assessment, edit an existing assessment, enter funding data, answer and edit PART questions, enter performance measures, and report on progress toward implementing OMB recommendations regarding a PARTed program.
- The ability for all PARTWeb users to view and search all completed PART assessments (there are currently about 821 completed assessments in OMB's database). This encourages information sharing and collaboration between agencies, and offers opportunities to exchange lessons learned and best practices.
- Standard XML format to facilitate data exchange with other agency management and budget systems.

Section 1: Accessing PARTWeb

New Users

PARTWeb application administration will be performed by delegating authority to one or more Agency Administrators. Only OMB should be assigning Agency Administrators. To gain access to PARTWeb, new users need to go to the MAX homepage at <https://max.omb.gov/maxportal/>. Once at the homepage, click on the "Register Here" link which will bring up the New User Registration page. New users will need to fill out the application request form with the appropriate information and then select the submit button. The new user will then receive a confirmation email that will contain a URL in it. The URL will take the new user to a PDF of their registration form that they will need to print, sign, and fax it along with a photocopy of the user applicant's Federal photo identification badge to OMB (Budget Systems Branch) at (202) 395-5080. After the new user has faxed the request form and it has been approved by OMB, they will receive an email containing a link where the user can activate their account and create a password.

Agency PART Administrators will manage the PARTWeb process at the agency level. They will be the people approving the email addresses and giving applicants' access to PARTWeb. *(Please see User Administration for instructions on how to approve agency users.)*

If you are an agency user requiring access to PARTWeb, please contact your Budget or Strategic Planning office for the name of your Agency PART administrator.

Passwords

Passwords are maintained by the user. Users will need to go <https://max.omb.gov/maxportal/passwordResetForm.do> to reset their passwords. You will need to type in your email address and press submit. Our system will validate that the email address that is submitted is the one that is in our system. (Make sure you update OMB and your Agency Administrator with your valid user information!)



Check your email box for an email that will have a link that will direct you to reset your password. Click on the URL and the following screen will appear.



Please pay attention to the criteria for resetting your password. It has to be 8 characters minimum and have at least: 1 capital letter, 1 lower case letter, a number, and a special character. Please keep in mind that your password has to be reset every 90 days and it is a 30 password cycle.

If you suspend your PARTWeb account, please go to <https://max.omb.gov/maxportal/passwordResetForm.do> to fix it. One can suspend their account by typing the information incorrectly more than 5 times.

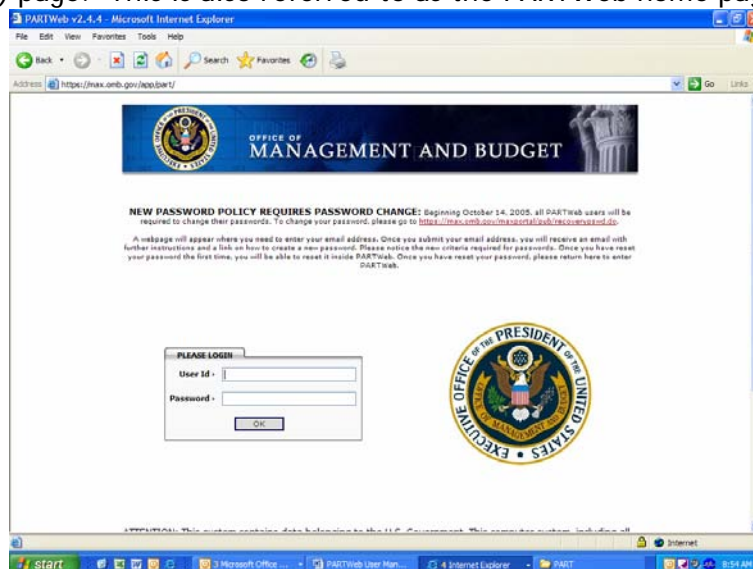
PARTWeb User Roles and Responsibilities

Definitions of various types of PARTWeb users follow. Agency and OMB administrators set user access levels depending on their role in the PART process.

- **Agency Admin** - These users are responsible for agency UserID administration and assigning PART's within an agency. Agency Admins can read/update all PART's within an agency. These users can also create new programs to be PARTed for their assigned agency.
- **Agency User** - These users can read, view or edit PARTs within an agency, depending upon the level of access given by the Agency Admin.
- **Agency Review** - These users have read-only access to assigned PART programs.
- **OMB Admin** - These users are responsible for granting read/update access to OMB users and Agency Admins.
- **OMB User** - These users can only read all PART's within an agency, but only update those PART's assigned. These users can also create new programs to be PARTed for their assigned agencies.
- **OMB Review** - These users will have read-only access to assigned PART programs.

PARTWeb URL

Once you have a user account established in PARTWeb and have set up your password, open your browser and go to: <https://max.omb.gov/app/part/>. Enter your user ID (which will be your email address) and password and you will be in the system at the Program Assessment Rating Tool (PART) page. This is also referred to as the PARTWeb home page.



Section 2: PART Program Management

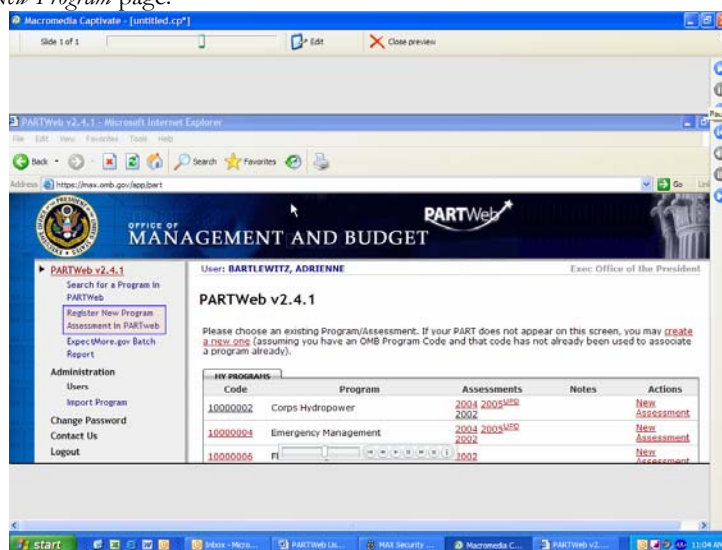
In PARTWeb, PART assessments are conducted under specific agency programs. The program must first exist or be established in PARTWeb before a PART assessment can be created. Only Agency Administrators and OMB can create a new program which will be done in mutual agreement.

For the 2006 PARTWeb season, OMB has designed an easier way for agencies to create their PARTs in PARTWeb. We have designed the system to have the codes and titles in a pull-down box. All the Agency Administrator has to do is select which program they want to create.

Creating a new program (and assessment):

(**Please note that if this is the first time that a program is being assessed, that a new assessment is automatically created when you create the program**)

1. Login as an administrator or OMB user who has permission to create a new assessment..
2. Click the “Register New Program Assessment in PARTWeb” link on the left-hand toolbar. This will bring you to the *Register New Program* page.



3. Please select the OMB Program Code box to see the pull-down box of all the PART codes and titles. Please select the PART program code and title that has been assigned by OMB for the particular PART. The PART title and code will not appear in the pull down list until the PART has been submitted to the RMO and approved for assessment.

Register New Program Assessment in PARTweb

Search for a Program in PARTweb
 Register New Program Assessment in PARTweb
 Export Where.gov Batch Report

Reports
 Rating Summary Report
 Follow-up Actions Report
 Measures Report

Administration
 Users
 Import Program
 Change Password
 PARTWeb How-to's
 Contact Us
 Logout

User: BARTLEWETZ, ADRIENNE
 Exec. Office of the President

Program Summary Information
 Year: 2006
 OMB Program Code:
 Status: Agency working draft
 Notes:

Agency Contact Information
 Name: ADRIENNE BARTLEWETZ
 Email: Adrienne_N_Bartlewetz@omb.eop.gov
 Phone: (202) 395-7821

Funding Levels for PART Summary Tables (in millions)
 Prior Year:
 Current Year:
 Budget Year:
 Whole Numbers Only
 Budget Year: 2007

Program Types
 Default Program Type: Direct Federal Program (DF)
 Primary Program Type:

4. The Agency Contact information should populate with the Administrator/User who is creating the PART program information.
5. Please select the program type. There is the option of having up to three different program types.

Register New Program Assessment in PARTweb

Search for a Program in PARTweb
 Register New Program Assessment in PARTweb
 Export Where.gov Batch Report

Reports
 Rating Summary Report
 Follow-up Actions Report
 Measures Report

Administration
 Users
 Import Program
 Change Password
 PARTWeb How-to's
 Contact Us
 Logout

User: BARTLEWETZ, ADRIENNE
 Exec. Office of the President

Program Summary Information
 Year: 2006
 OMB Program Code: 20003008 - Wage and Hour Enforcement and Compliance Program
 Status: Agency working version
 Notes:

Agency Contact Information
 Name: ADRIENNE BARTLEWETZ
 Email: Adrienne_N_Bartlewetz@omb.eop.gov
 Phone: (202) 395-7821

OMB Contact Information
 Email:
 Phone:
 Branch:

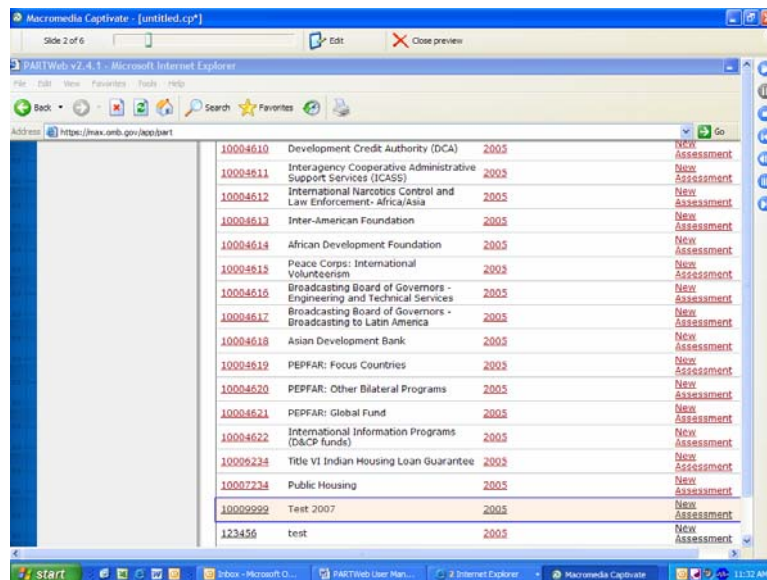
Funding Levels for PART Summary Tables (in millions)
 Prior Year:
 Current Year:
 Budget Year:
 Whole Numbers Only
 Budget Year: 2007

Program Types
 Default Program Type: Direct Federal Program (DF)
 Primary Program Type:
 Secondary Program Type:
 Tertiary Program Type:

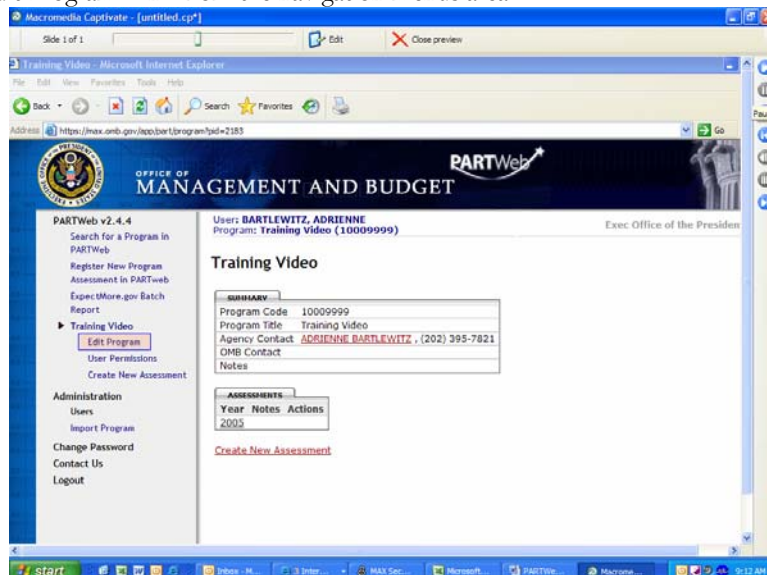
6. Press the "Save" button. Verify that you are taken to Assessment page and can see your new program.

Editing an existing program

1. Login as an administrator or OMB user who has permission to edit a new assessment..
2. From the Home Page, click the appropriate Program title or go to the Program Home Page.



- Click the “Edit Program” link from the navigation menus area.



- Edit the contents of the Agency Contact and OMB Contact Information as follows:

Microsoft Internet Explorer - Edit Program

Address: https://max.omb.gov/app/part/program/modify?pd=2183

PARTWeb v2.4.4

User: BARTLEWITZ, ADRIENNE
Program: Training Video (10009999)
Exec Office of the President

Edit Program

Program Information

OMB Program Code: 10009999

Notes:

Agency Contact Information

Name: John Smith
Email: John.Smith@omb.eop.gov
Phone: 111-111-1111

OMB Contact Information

Email:
Branch:

SAVE CANCEL

- Click the "Save" button and verify that the changes were made appropriately.

Macromedia Captivate - [untitled.cpt]

Slide 1 of 1

Microsoft Internet Explorer - Training Video

Address: https://max.omb.gov/app/part/program/pd=2183

OFFICE OF MANAGEMENT AND BUDGET

PARTWeb

User: BARTLEWITZ, ADRIENNE
Program: Training Video (10009999)
Exec Office of the President

Training Video

SUMMARY

Program Code	10009999
Program Title	Training Video
Agency Contact	John Smith, 111-111-1111
OMB Contact	Jane Smith
Notes	

ASSESSMENTS

Year	Notes	Actions
2005		

[Create New Assessment](#)

Section 3: Completing Your PART

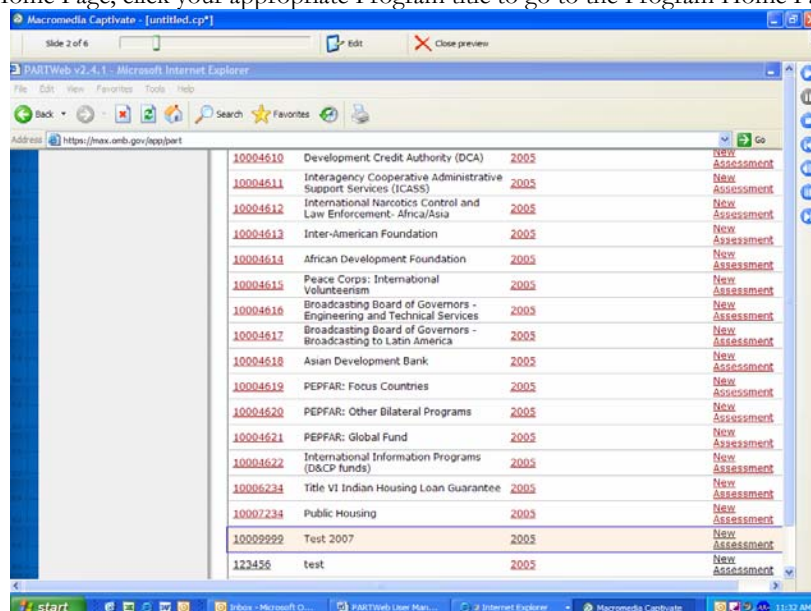
Creating/Editing Assessments and Reassessments

Creating a new assessment

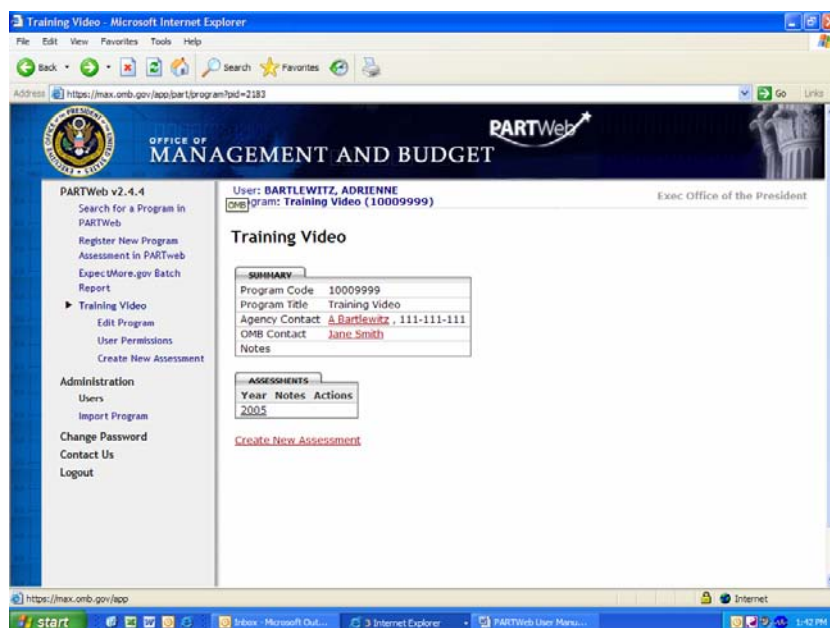
Once you have created a program, the next step in the PARTWeb process is to create a record that will house data about your PART evaluation. This is called an assessment. Once you create a new assessment, you can access related data fields in PARTWeb such as the screens for inputting answers to questions, performance measures, and recommendations. (**Please note that if this is the first time that a program is being assessed, that a new assessment is automatically created when you create the program**)

Creating a reassessment:

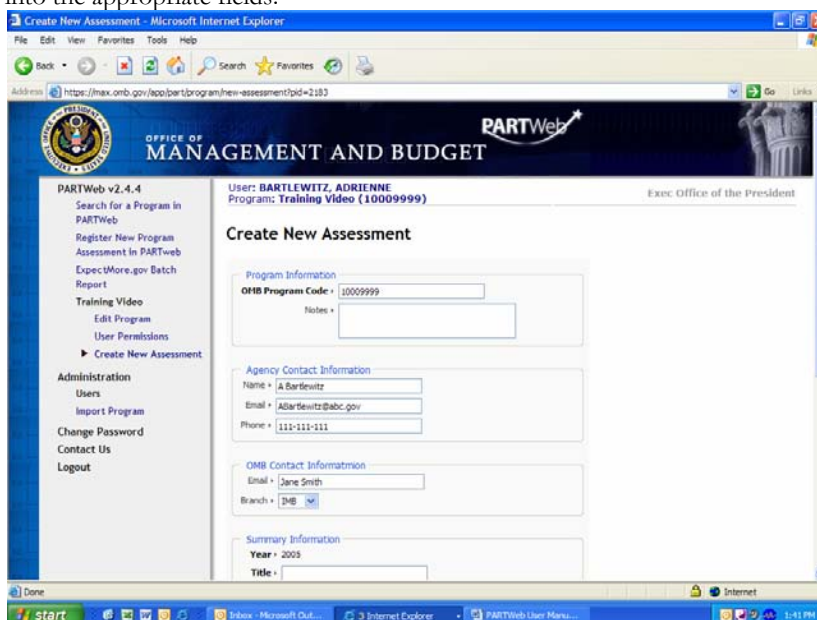
1. Login as an administrator who has permission to create/edit a new assessment.
2. From the Home Page, click your appropriate Program title to go to the Program Home Page.



1. Click the "Create New Assessment" link from the navigation menus area.



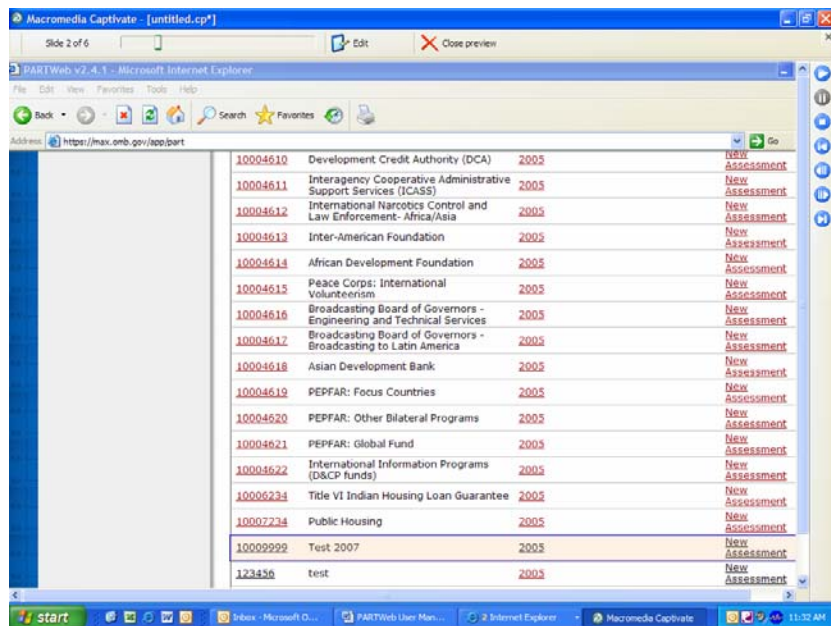
2. Enter data into the appropriate fields:



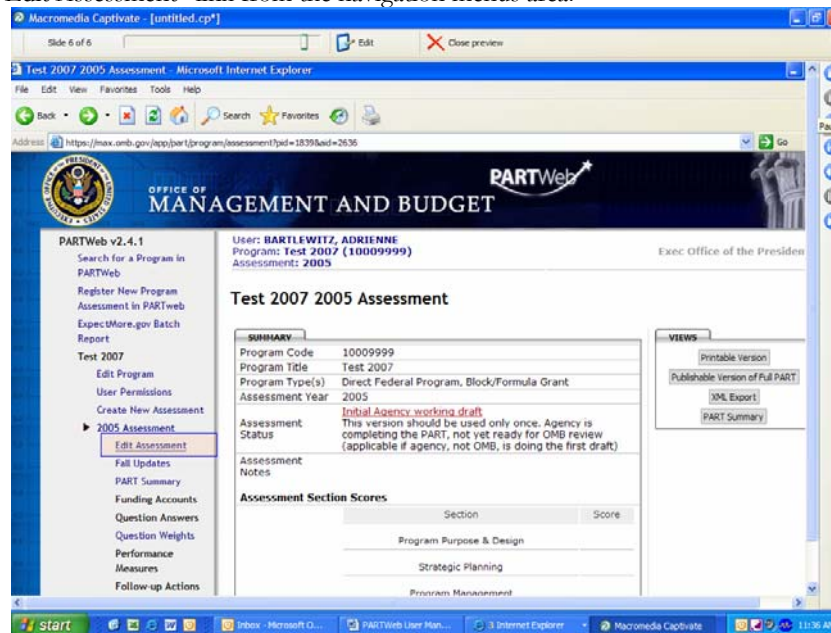
3. Press the "Save" button. You are then brought to the Assessment Year page for the year you just created.

Editing an existing assessment

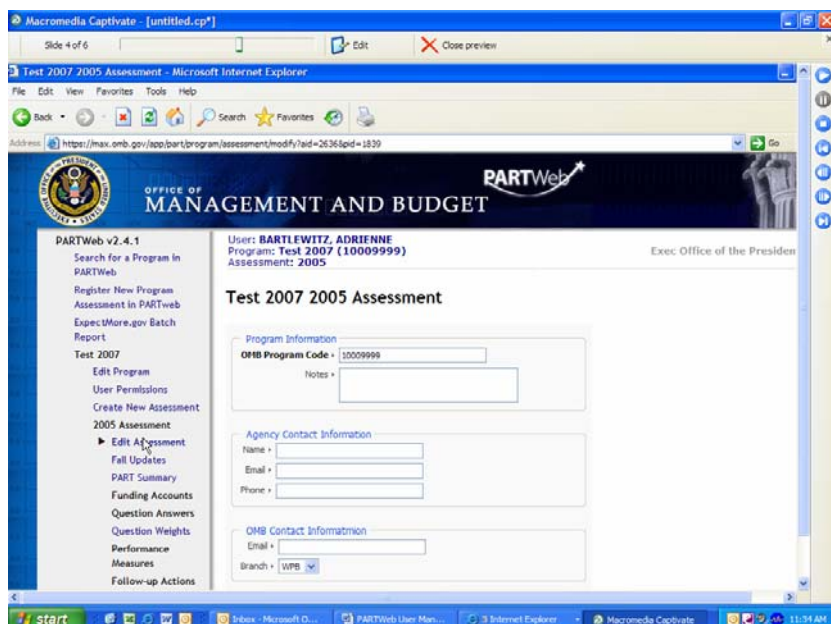
1. Login as an administrator who with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



- Click the “Edit Assessment” link from the navigation menus area.



- Edit the appropriate boxes for the Assessment year.



5. Click the “Save” button and verify that the changes were made appropriately.

Status Levels

For the 2006 PARTWeb season, there will be new status levels that will offer examiners and agencies flexibility to complete the PART. The status level concept is basically “who has the pen” and who has read/write access to the PART. Once the PART is almost final, examiners would set it to pending final which gives OMB read/write access and the agency just read access. This should be set just before the appeals process begins.

There is the ability to toggle between status levels. This means that you can go from Agency and OMB Shared Draft to OMB Working Draft and then back to Agency and OMB Shared Draft.

The version changes stay with the status level. This means that all the version changes made in the Agency Working Draft status level will not be seen in the Pending Final status level.

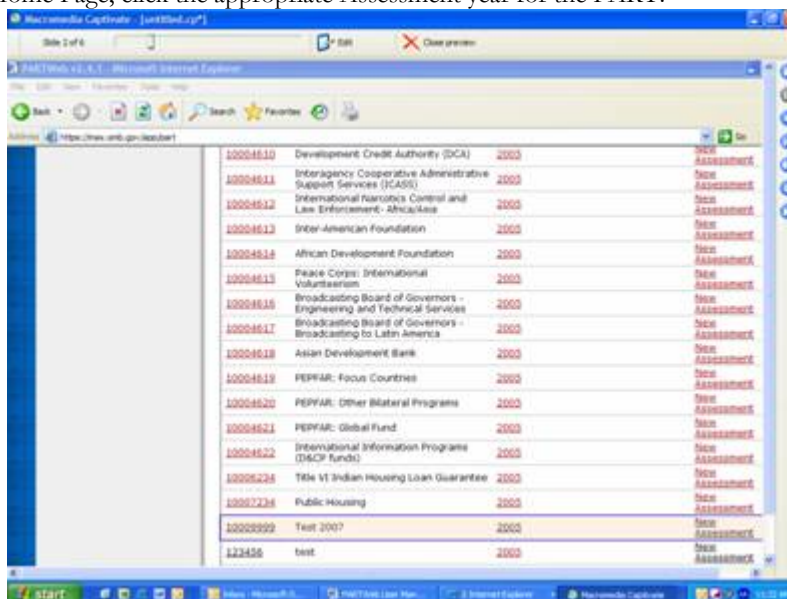
The new status levels are as follows:

- Agency Working Draft: Only the Agency has the ability to view and make changes to the PART. OMB cannot view or make changes to the PART.
- OMB Working Draft: Only OMB has the ability to view and make changes to the PART. The Agency cannot view or make changes to the PART.
- Agency and OMB Shared Draft: Both OMB and the Agency can view and make changes to the PART.
- Pending Final: Only OMB has the ability to view and make changes to the PART. The Agency can view the PART but not make changes.
- Fall Updates--Agency Fall Lockout: Both OMB and the Agency can view the PART. Only funding accounts, follow-up actions, and performance measures can be changed.
- Final: The PART has been published and no changes can be made.

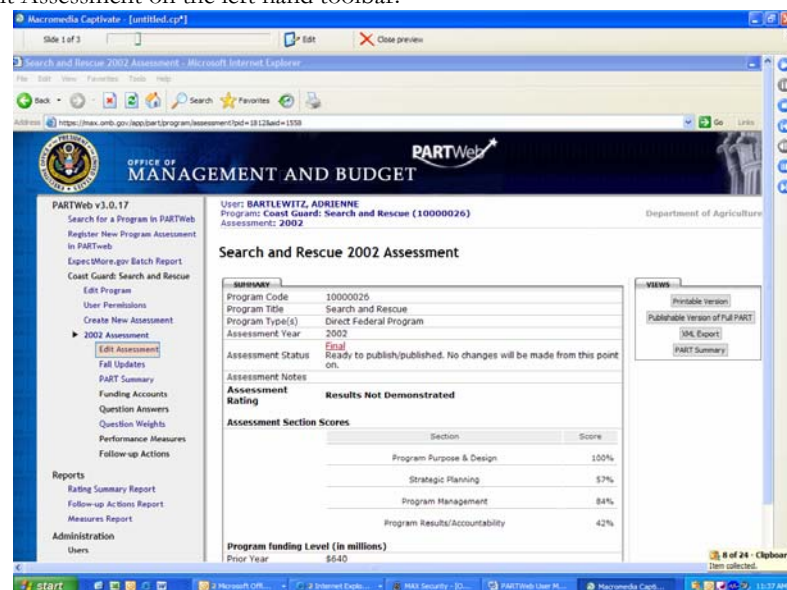
Changing Status Levels

Status levels can be changed when the level of interaction between the agency and OMB needs to be changed.

1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click on Edit Assessment on the left hand toolbar.



4. Chose the desired status level in the drop-down box.

Macromedia Captivate - [untitled.cp*]
Slide 2 of 3

Address: https://max.omb.gov/app/part/program/assessment/modify?ad=1558&pd=1812

Office of Management and Budget
PARTWeb

User: BARTLEWITZ, ADRIENNE
Program: Coast Guard: Search and Rescue (10000026)
Assessment: 2002

Department of Agriculture

Search and Rescue 2002 Assessment

Program Summary Information

Year: 2002

OMB Program Code: 10000026

Title: Search and Rescue

Status: 6-Final

Notes:

1. Agency working draft
2. OMB working draft
3. Approved and published draft
4. Pending Final
5. Full Lockdown-Agency Full Lockout
6. Final

Agency Contact Information

Name: Andrea Pinsky

Email: apinsky@omb.eop.gov

Phone: (202) 397-1124

OMB Contact Information

Email: James S. Hahn@omb.eop.gov

Phone: (202) 395-2096

Branch: HGB

Funding Levels for PART Summary Tables (in millions)

Prior Year: 2004

5. Scroll down to the bottom and press Save.

Questions

Creating new question answers

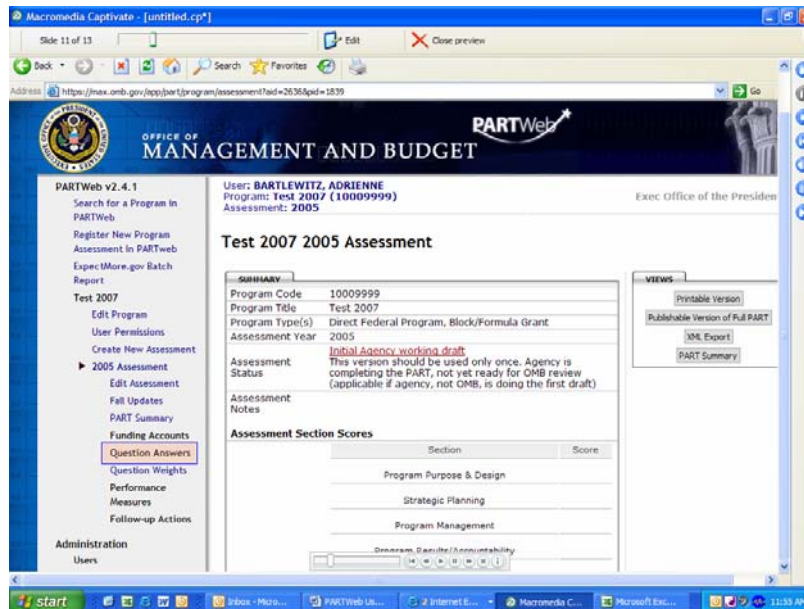
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.

Macromedia Captivate - [untitled.cp*]
Slide 2 of 6

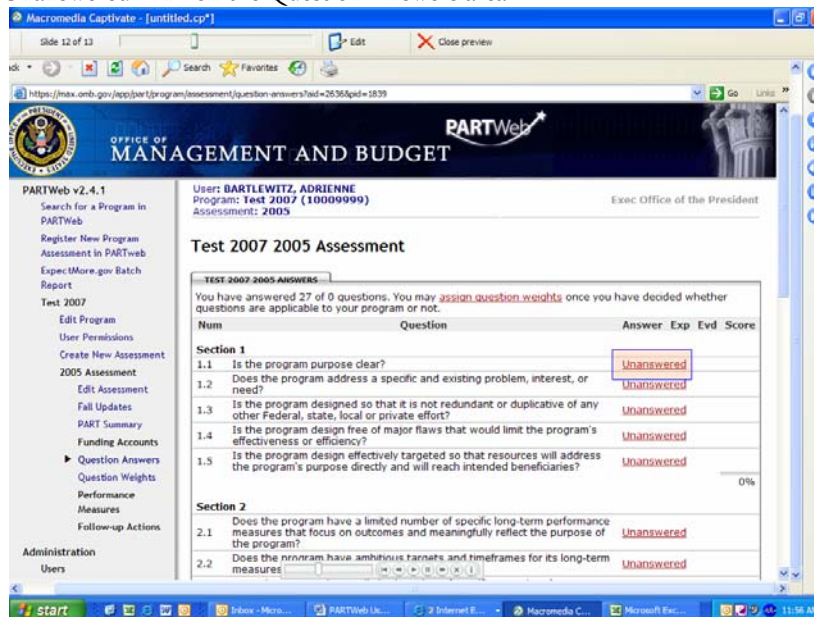
Address: https://max.omb.gov/app/part

10004610	Development Credit Authority (DCA)	2005	New Assessment
10004611	Interagency Cooperative Administrative Support Services (ICASS)	2005	New Assessment
10004612	International Narcotics Control and Law Enforcement- Africa/Asia	2005	New Assessment
10004613	Inter-American Foundation	2005	New Assessment
10004614	African Development Foundation	2005	New Assessment
10004615	Peace Corps: International Volunteerism	2005	New Assessment
10004616	Broadcasting Board of Governors - Engineering and Technical Services	2005	New Assessment
10004617	Broadcasting Board of Governors - Broadcasting to Latin America	2005	New Assessment
10004618	Asian Development Bank	2005	New Assessment
10004619	PEPFAR: Focus Countries	2005	New Assessment
10004620	PEPFAR: Other Bilateral Programs	2005	New Assessment
10004621	PEPFAR: Global Fund	2005	New Assessment
10004622	International Information Programs (D&CP funds)	2005	New Assessment
10006234	Title VI Indian Housing Loan Guarantee	2005	New Assessment
10007234	Public Housing	2005	New Assessment
10009999	Test 2007	2005	New Assessment
123456	test	2005	New Assessment

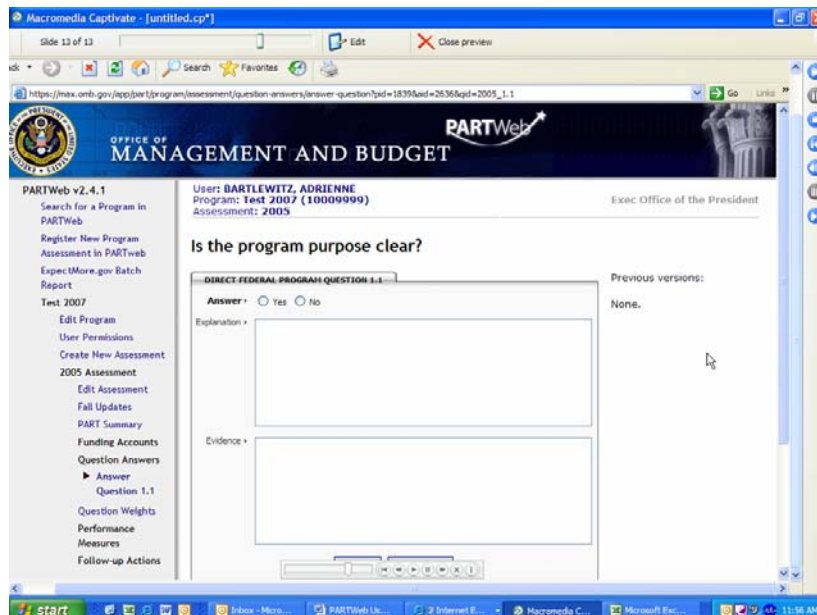
2. Click the "Question Answers" link from the navigation menus area.



3. Click the “Unanswered” link on the Question Answers area.



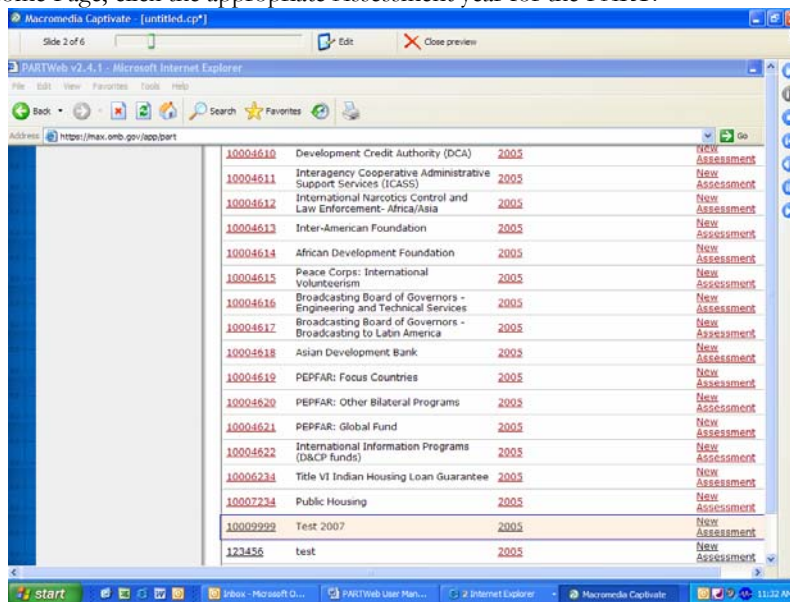
4. Enter data into the appropriate explanation and evidence fields and click on the appropriate radio button to answer the question (yes, no, N/A, large extent, small extent, etc.):



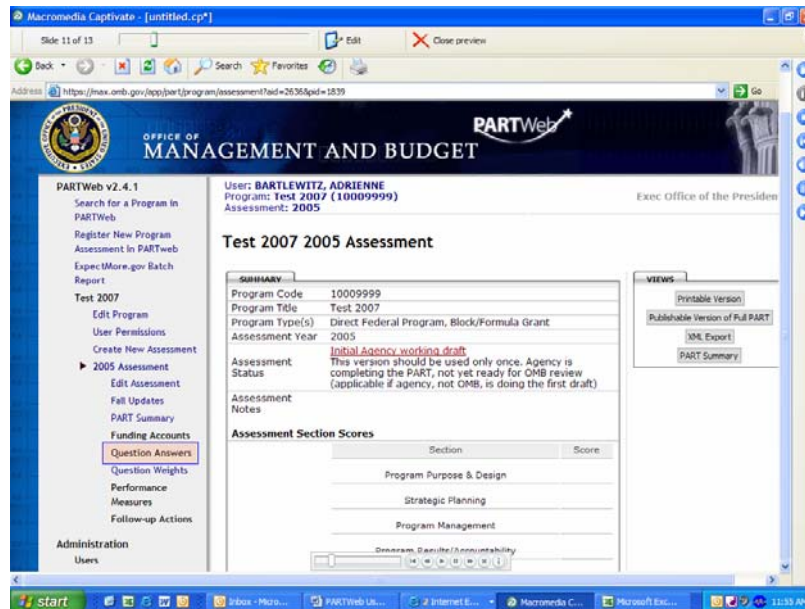
- Click the “Save” button and verify that the changes were made appropriately. The user will be directed to the next question in the list. Verify that the next dialog is for the appropriate question.

Editing existing question answers

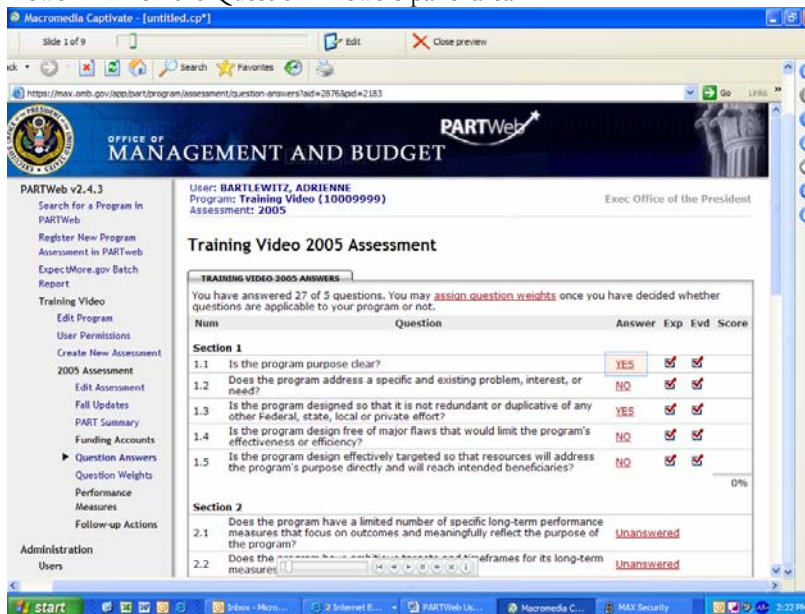
- Login as an administrator or a user who has permission to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.



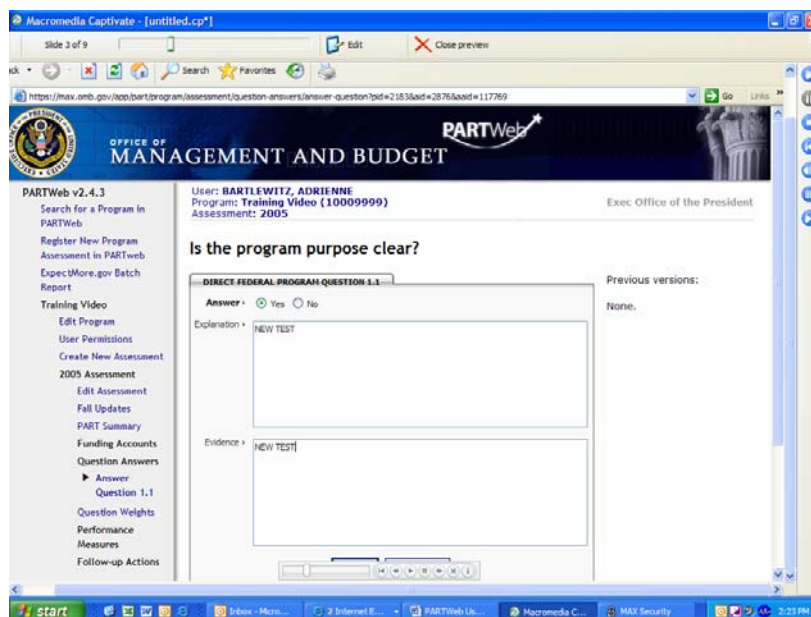
- Click the “Question Answers” link from the navigation menus area.



4. Click the “Answer” link on the Question Answers panel area.



5. Edit the contents of the appropriate explanation and/or evidence fields or edit the “answer” radio button appropriately:



6. Click the “Save” button and verify that the changes were made appropriately.

Web Addresses (URLs)

URLs are encouraged to be used in the explanation and evidence of the Question Answers section. According to the 2006 guidance on how to answer questions: *When you cite a web-based resource or website, include the full URL (http://...), verify that the address works, and be as specific as possible about what you are referencing (including the page number, where possible). Web addresses are hyperlinked in ExpectMore.gov, allowing the reader to click on the link and review the evidence. The web addresses will not be hyperlinked in PARTWeb.*

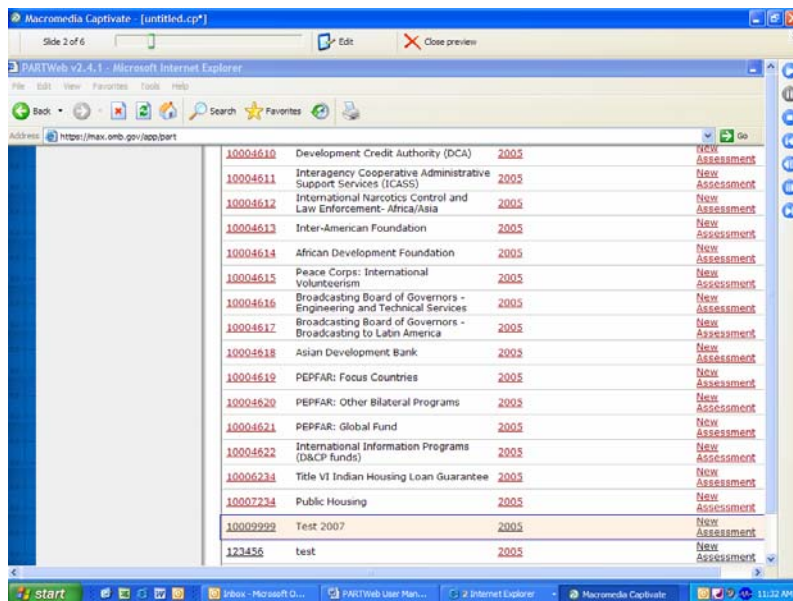
In order for the URLs to properly work in the Printable version, Publishable version of the Full PART, and Expectmore.gov, the URL needs to be typed a certain way.

For example, if the URL is www.omb.gov/part, then the URL needs to be typed like:

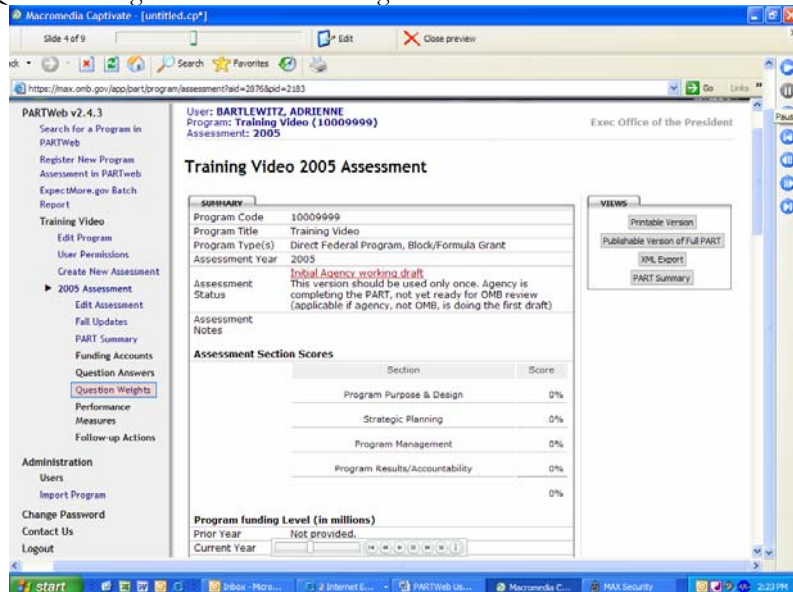
`http://www.omb.gov/part`

Creating new question answer weights

1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



- Click the "Question Weights" link from the navigation menus area.



- Edit the contents of the Question Weight fields: (Note: Agencies should collaborate closely with their OMB examiners before adjusting question weights.)

Slide 6 of 9

https://max.omb.gov/acc/bar/program/assessment/question-weights?id=207&pid=2183

program and improve performance:

3.2	12.5	Are Federal managers and program partners (including grantees, sub-grantees, contractors, cost-sharing partners, and other government partners) held accountable for cost, schedule and performance results?	NO
3.3	12.5	Are funds (Federal and partners') obligated in a timely manner and spent for the intended purpose?	NO
3.4	12.5	Does the program have procedures (e.g. competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?	YES
3.5	12.5	Does the program collaborate and coordinate effectively with related programs?	NO
3.6	12.5	Does the program use strong financial management practices?	NO
3.7		Have the program taken meaningful steps to address its management deficiencies?	NA
3.BF1	12.5	Does the program have oversight practices that provide sufficient knowledge of grantee activities?	NO
3.BF2	12.5	Does the program collect grantee performance data on an annual basis and make it available to the public in a transparent and meaningful manner?	NO
Section 3 Total (must always add up to 100).			
Section 4 (Set all Section 4 Questions to equal weights.)			
4.1	20.0	Has the program demonstrated adequate progress in achieving its long-term performance goals?	SMALL EXTENT
4.2	20.0	Does the program (including program partners) achieve its annual performance goals?	SMALL EXTENT
4.3	20.0	Does the program demonstrate improved efficiencies or cost effectiveness in achieving program goals each year?	NO
4.4	20.0	Does the performance of this program compare favorably to other programs, including government, private, etc., with similar purpose and goals?	SMALL EXTENT
4.5	20.0	Do independent evaluations of sufficient scope and quality indicate that the program is effective and achieving results?	LARGE EXTENT
Section 4 Total (must always add up to 100).			
Save Question Weights			

- Click the "Save Question Weights" button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been entered.

Editing question answer weights

- Login as an administrator or a user with permissions to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.

Slide 2 of 6

https://max.omb.gov/acc/part

10004610	Development Credit Authority (DCA)	2005	New Assessment
10004611	Interagency Cooperative Administrative Support Services (ICASS)	2005	New Assessment
10004612	International Narcotics Control and Law Enforcement - Africa/Asia	2005	New Assessment
10004613	Inter-American Foundation	2005	New Assessment
10004614	African Development Foundation	2005	New Assessment
10004615	Peace Corps: International Volunteerism	2005	New Assessment
10004616	Broadcasting Board of Governors - Engineering and Technical Services	2005	New Assessment
10004617	Broadcasting Board of Governors - Broadcasting to Latin America	2005	New Assessment
10004618	Asian Development Bank	2005	New Assessment
10004619	PEPFAR: Focus Countries	2005	New Assessment
10004620	PEPFAR: Other Bilateral Programs	2005	New Assessment
10004621	PEPFAR: Global Fund	2005	New Assessment
10004622	International Information Programs (D&CP funds)	2005	New Assessment
10006234	Title VI Indian Housing Loan Guarantee	2005	New Assessment
10007234	Public Housing	2005	New Assessment
10009999	Test 2007	2005	New Assessment
123456	test	2005	New Assessment

- Click the "Question Weights" link from the navigation menus area.

Macromedia Captivate - [untitled.cp*]
Slide 4 of 9

URL: https://max.omb.gov/app/part/program/assessment?id=2876&id=2183

PARTWeb v2.4.3
Search for a Program in PARTWeb
Register New Program
Assessment in PARTWeb
ExpectMore.gov Batch Report
Training Video
Edit Program
User Permissions
Create New Assessment
2005 Assessment
Edit Assessment
Full Updates
PART Summary
Funding Accounts
Question Answers
Question Weights
Performance Measures
Follow-up Actions
Administration
Users
Import Program
Change Password
Contact Us
Logout

User: BARTLEWITZ, ADRIENNE
Program: Training Video (10009999)
Assessment: 2005
Exec Office of the President

Training Video 2005 Assessment

SUMMARY

Program Code	10009999
Program Title	Training Video
Program Type(s)	Direct Federal Program, Block/Formula Grant
Assessment Year	2005
Assessment Status	Initial Agency working draft This version should be used only once. Agency is completing the PART, not yet ready for OMB review (applicable if agency, not OMB, is doing the first draft)
Assessment Notes	

Assessment Section Scores

Section	Score
Program Purpose & Design	0%
Strategic Planning	0%
Program Management	0%
Program Results/Accountability	0%

Program funding level (in millions)

Prior Year	Not provided.
Current Year	

VIEWS

- Printable Version
- Publishable Version of Full PART
- XML Export
- PART Summary

- Edit the contents of the Question Weight fields (Note: Agencies must ensure their OMB examiners are in agreement with any changes made to question weights):

Macromedia Captivate - [untitled.cp*]
Slide 6 of 9

URL: https://max.omb.gov/app/part/program/assessment/question-weights?id=2876&id=2183

Program and improve performance:

3.2	12.5	Are Federal managers and program partners (including grantees, sub-grantees, contractors, cost-sharing partners, and other government partners) held accountable for cost, schedule and performance results?	NO
3.3	12.5	Are funds (Federal and partners') obligated in a timely manner and spent for the intended purpose?	NO
3.4	12.5	Does the program have procedures (e.g. competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?	YES
3.5	12.5	Does the program collaborate and coordinate effectively with related programs?	NO
3.6	12.5	Does the program use strong financial management practices?	NO
3.7	12.5	Have the program taken meaningful steps to address its management deficiencies?	NA
3.BP1	12.5	Does the program have oversight practices that provide sufficient knowledge of grantee activities?	NO
3.BP2	12.5	Does the program collect grantee performance data on an annual basis and make it available to the public in a transparent and meaningful manner?	NO
Section 3 Total (must always add up to 100).			

Section 4 (Set all Section 4 Questions to equal weights.)

4.1	20.0	Has the program demonstrated adequate progress in achieving its long-term performance goals?	SMALL EXTENT
4.2	20.0	Does the program (including program partners) achieve its annual performance goals?	SMALL EXTENT
4.3	20.0	Does the program demonstrate improved efficiencies or cost effectiveness in achieving program goals each year?	NO
4.4	20.0	Does the performance of this program compare favorably to other programs, including government, private, etc., with similar purpose and goals?	SMALL EXTENT
4.5	20.0	Do independent evaluations of sufficient scope and quality indicate that the program is effective and achieving results?	LARGE EXTENT
Section 4 Total (must always add up to 100).			

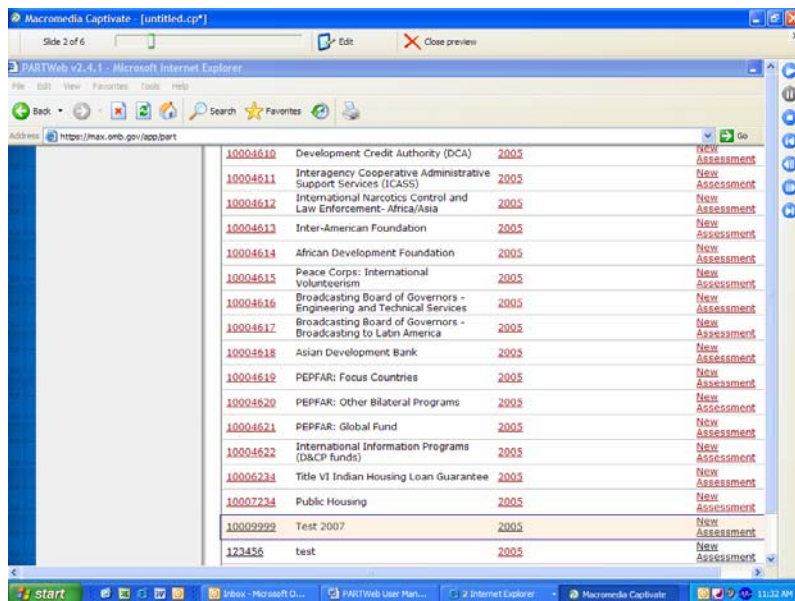
Save Question Weights

- Click the "Save Question Weights" button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been entered.

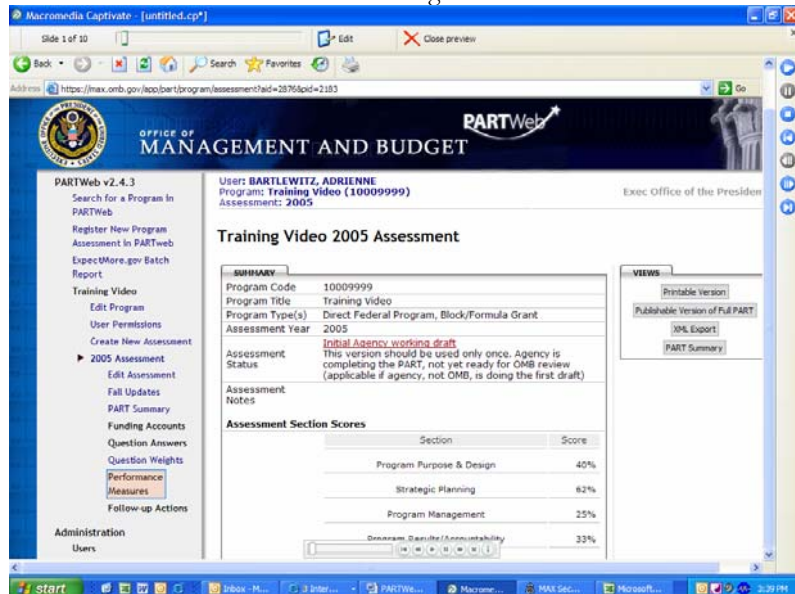
Performance Measures

Creating a new performance measure

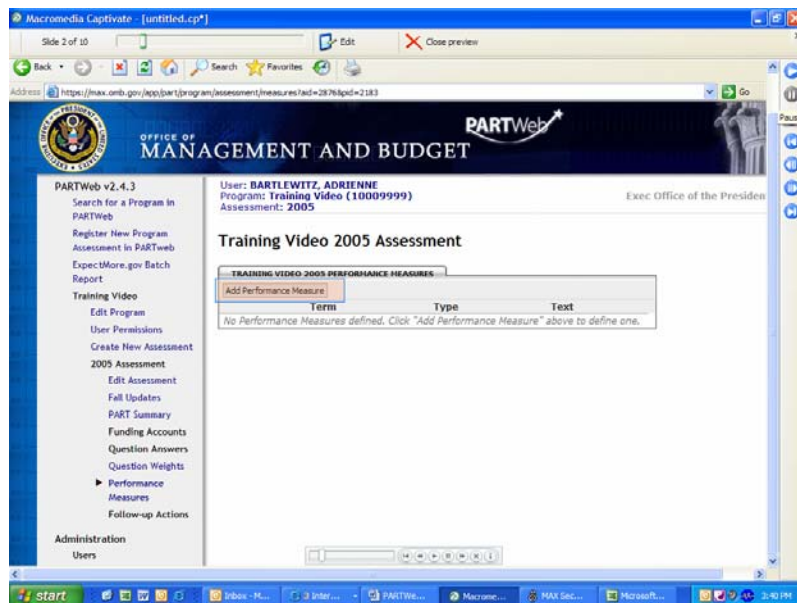
- Login as an administrator or a user with permissions to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.



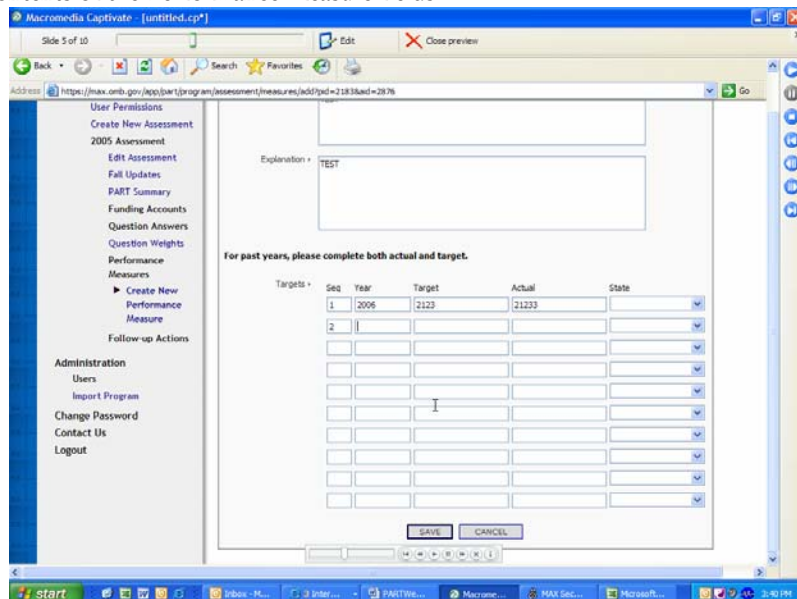
- Click the "Performance Measures" link from the navigation menus area.



- Click the "Add Performance Measure" button from the performance measure page.



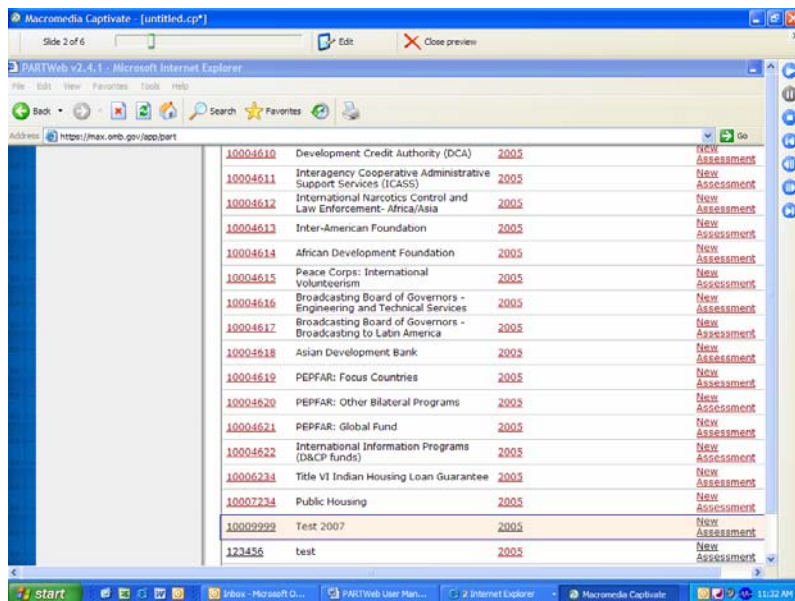
5. Enter the contents of the Performance Measure fields.



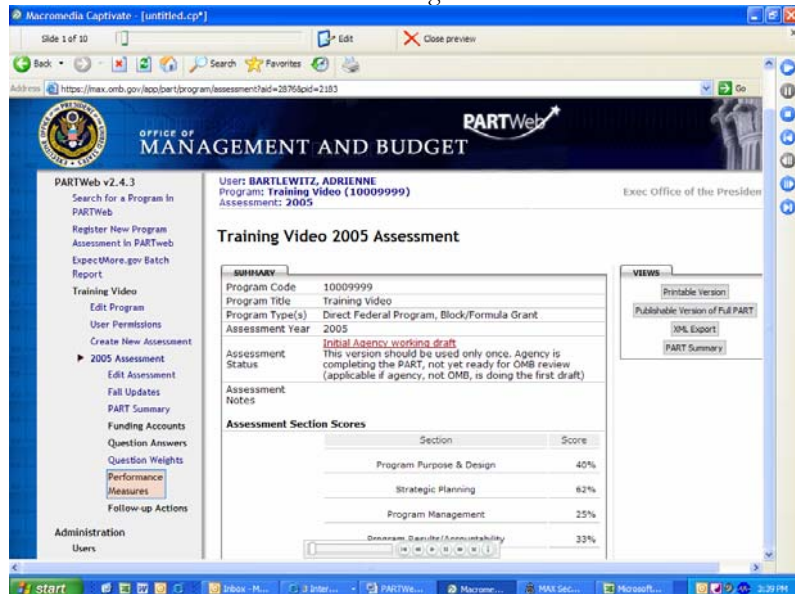
6. Click the "Save" button and verify that the appropriate changes were made.

Edit an existing performance measure

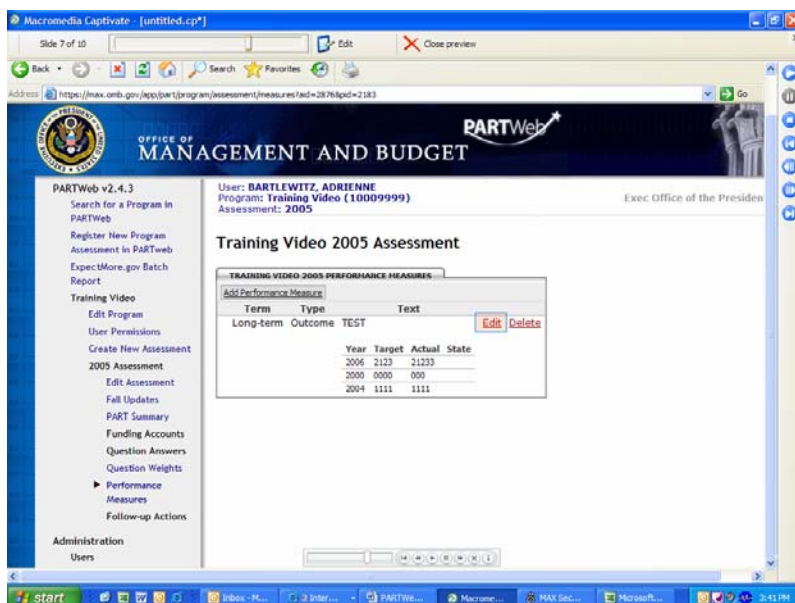
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



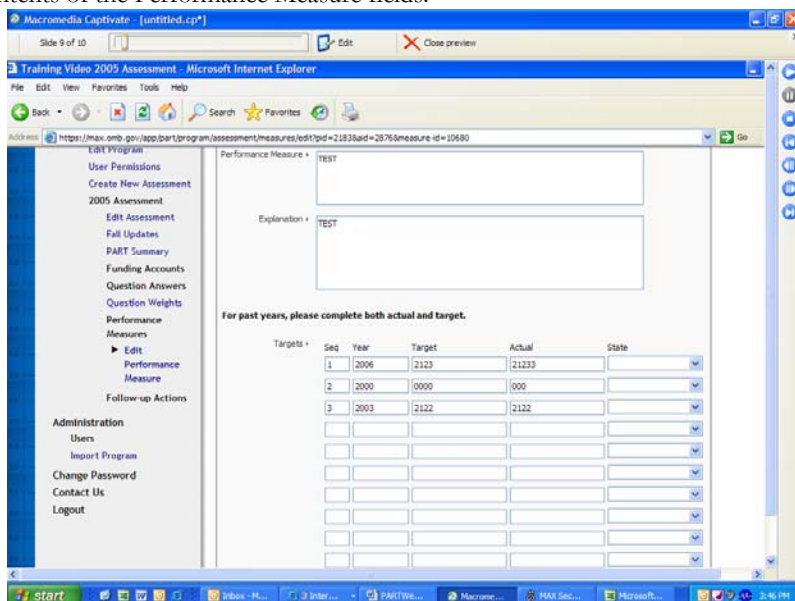
- Click the "Performance Measures" link from the navigation menus area.



- Click the "Edit" link for the respective performance measure to be edited.



5. Edit the contents of the Performance Measure fields.



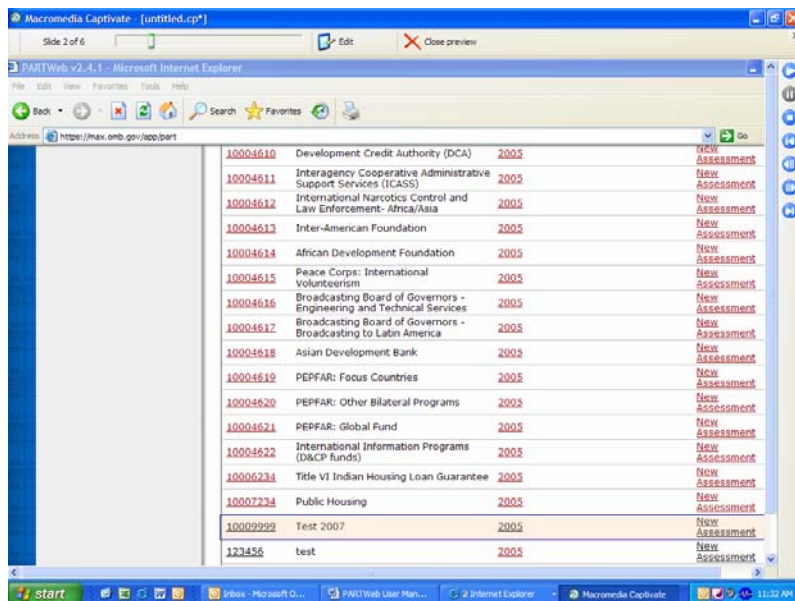
6. Click the "Save" button and verify that the appropriate changes were made.

Sequence Numbers

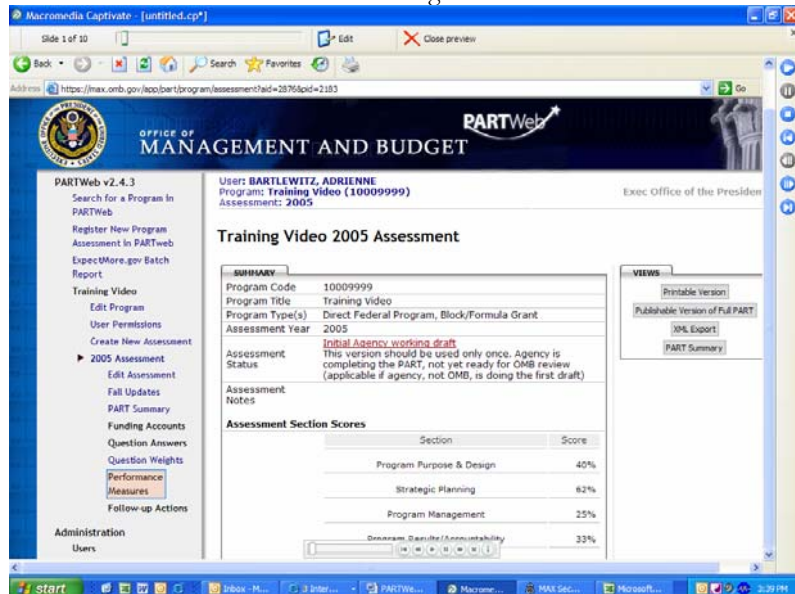
Sequence numbers can be used to organize the Performance Measure. They can be used to order the list of performance measures as well as the order the target/actuals inside the performance measure.

To order the list of performance measures

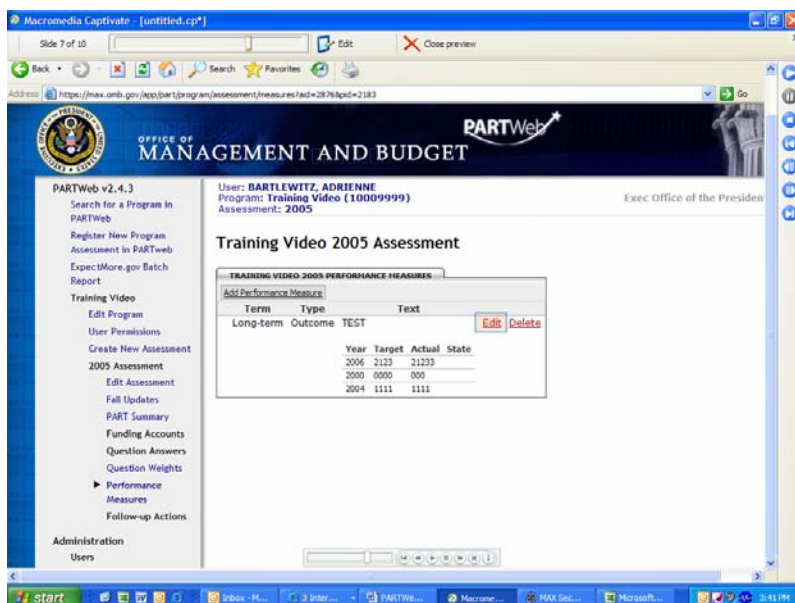
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



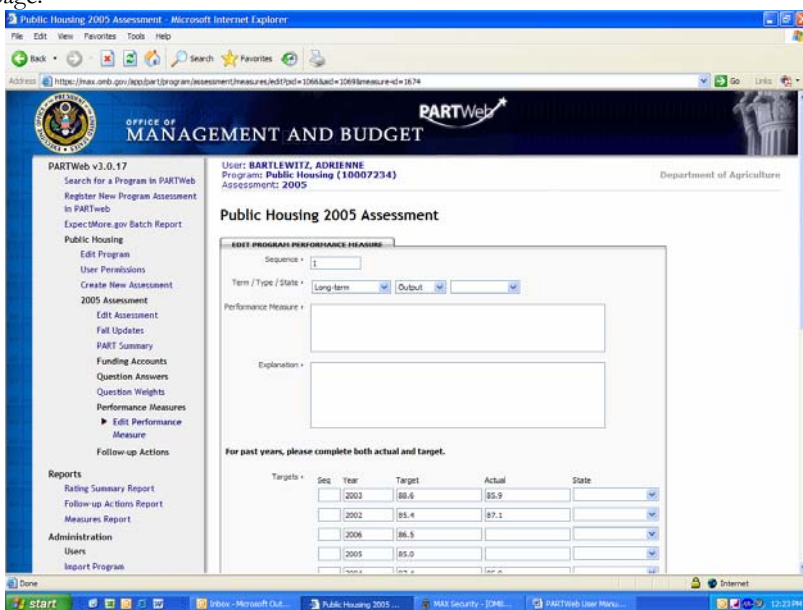
- Click the "Performance Measures" link from the navigation menus area.



- Either click "Add performance measure" or the "Edit" link for the respective performance measure to be edited.



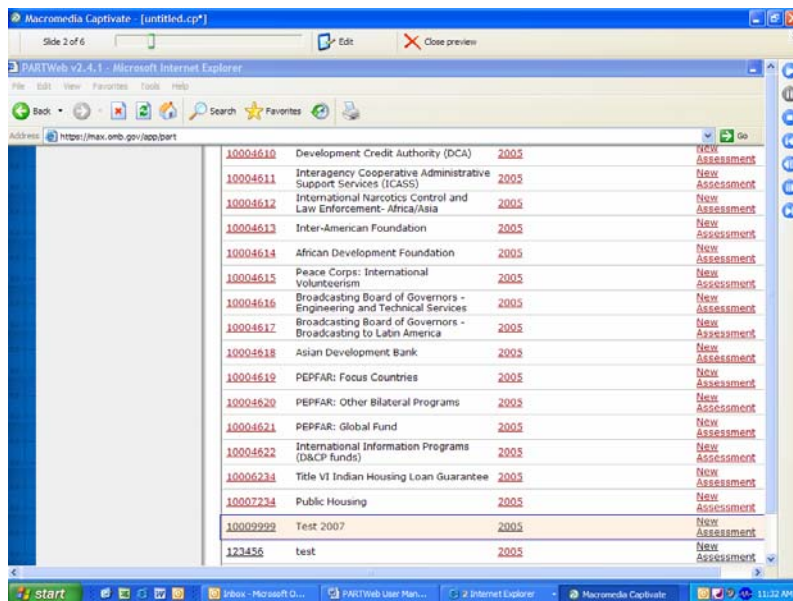
- When the performance measure screen appears, add the desired number into the box next to Sequence at the top of the page.



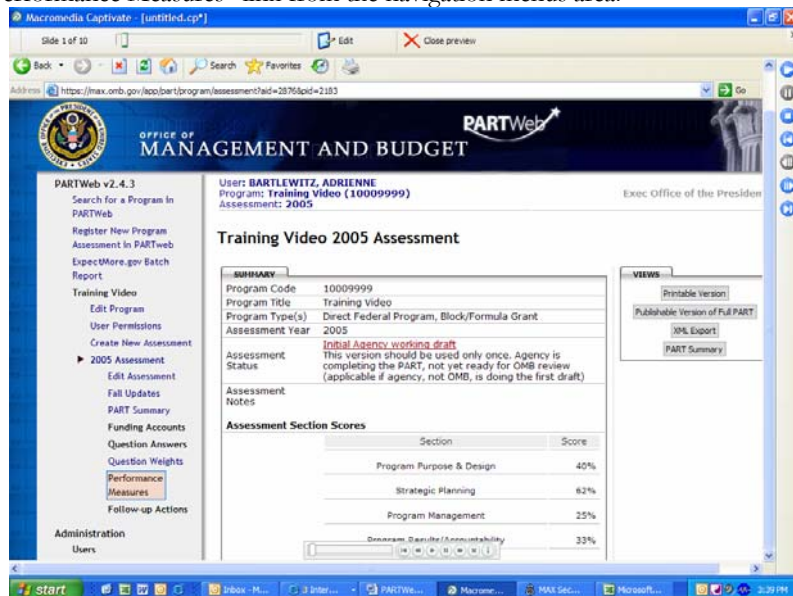
- Click the "Save" button and verify that the appropriate changes were made.

To order the list of targets/actuals

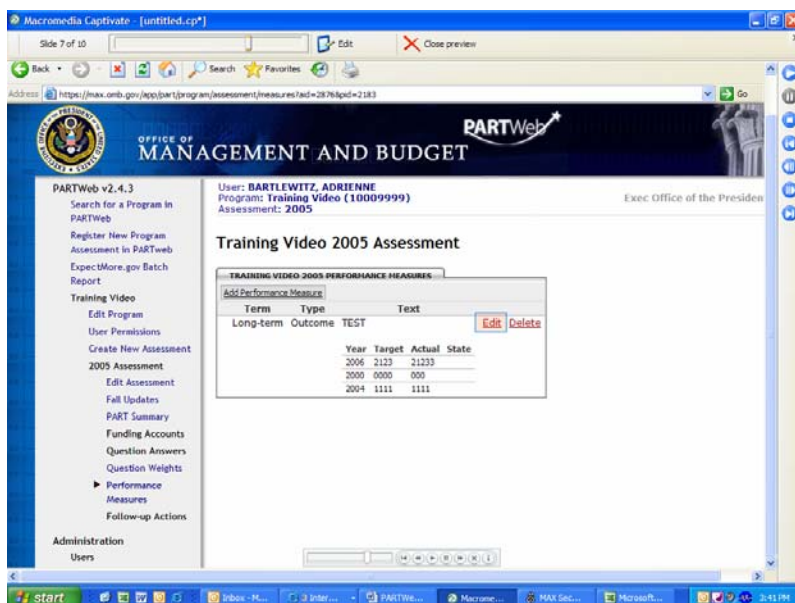
- Login as an administrator or a user with permissions to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.



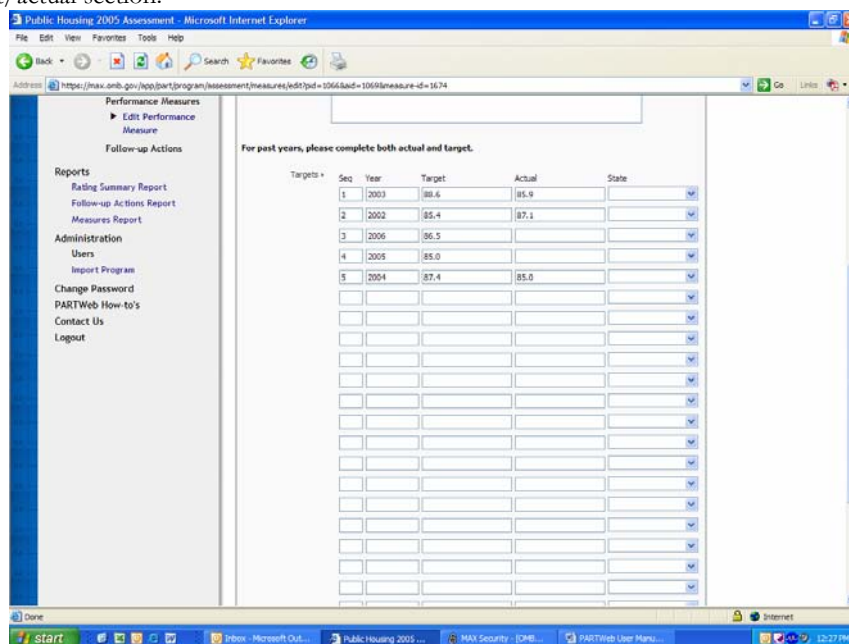
- Click the "Performance Measures" link from the navigation menus area.



- Either click "Add performance measure" or the "Edit" link for the respective performance measure to be edited.



- When the performance measure screen appears, add the desired sequence number into the box next to year in the target/actual section.

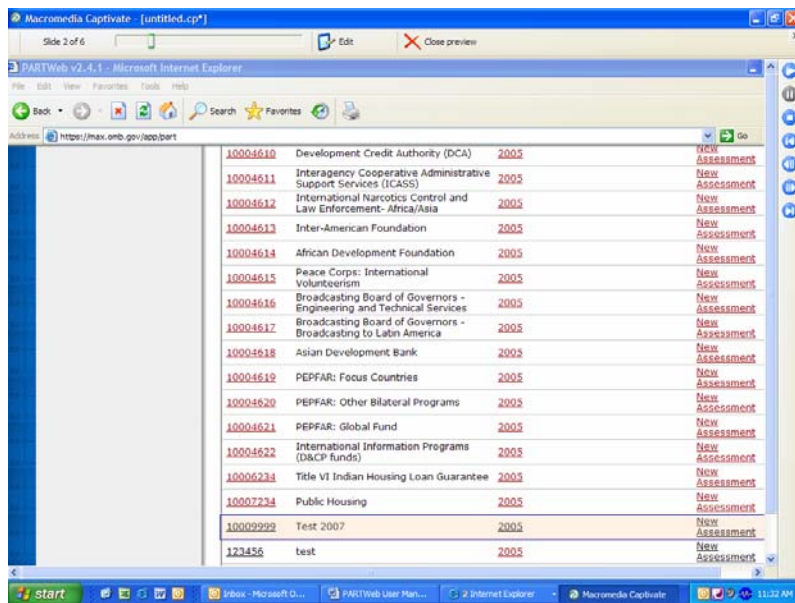


- Click the "Save" button and verify that the appropriate changes were made.

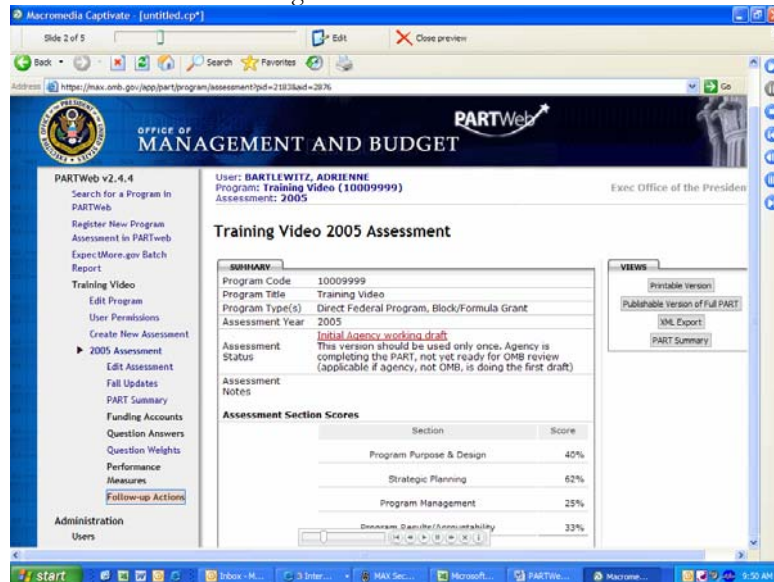
Improvement Plan

Creating a new Improvement Plan

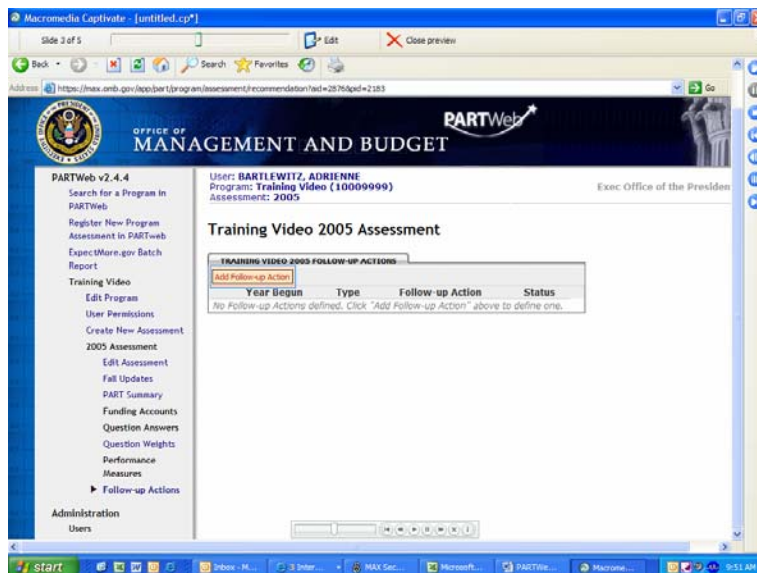
- Login as an administrator or a user with permissions to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.



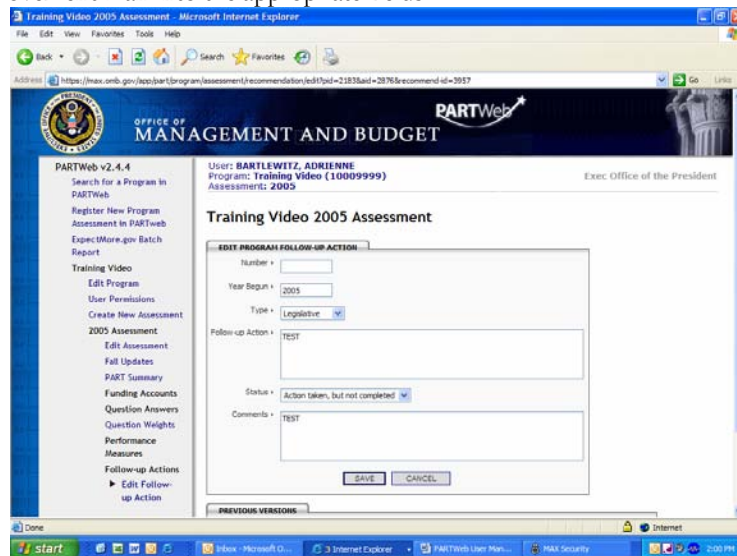
- Click "Improvement Plan" from the navigation menus area.



- Click "Add Improvement Plan" on the improvement plan page.



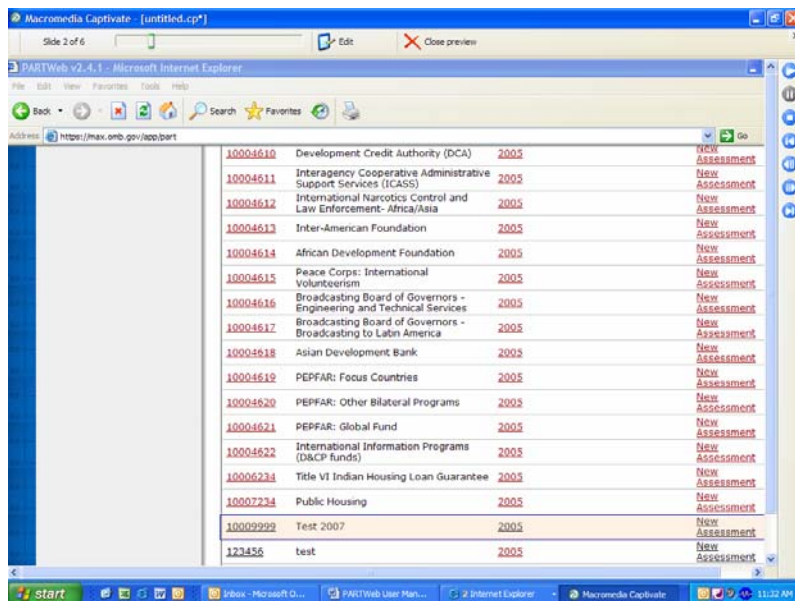
7. Enter the Improvement Plan into the appropriate fields.



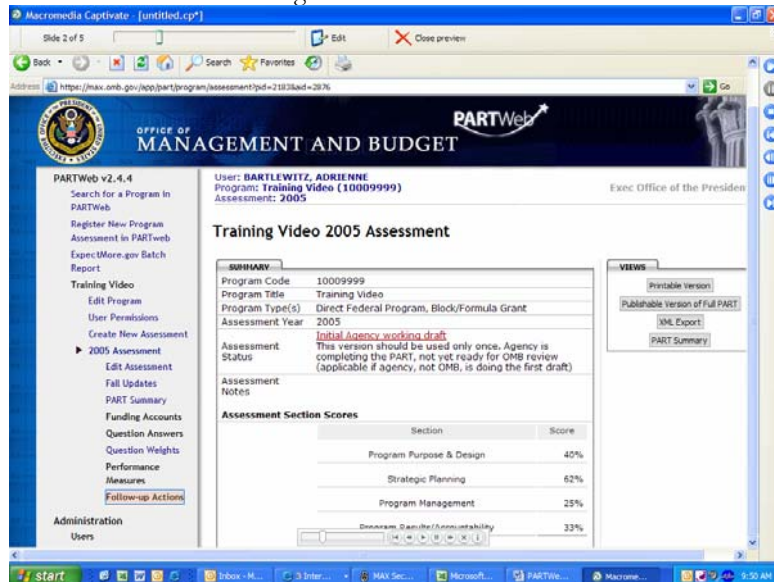
6. Click the "Save" button and verify the appropriate changes have been saved.

Edit an existing Improvement Plan

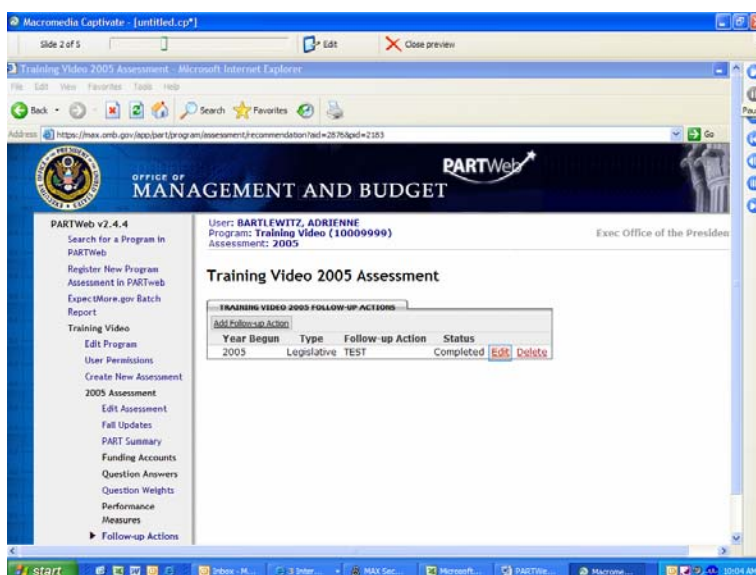
1. Login as an administrator or a user who has permissions to edit a program.
2. From the Home Page, click the appropriate Program title to go to the Program Home Page.



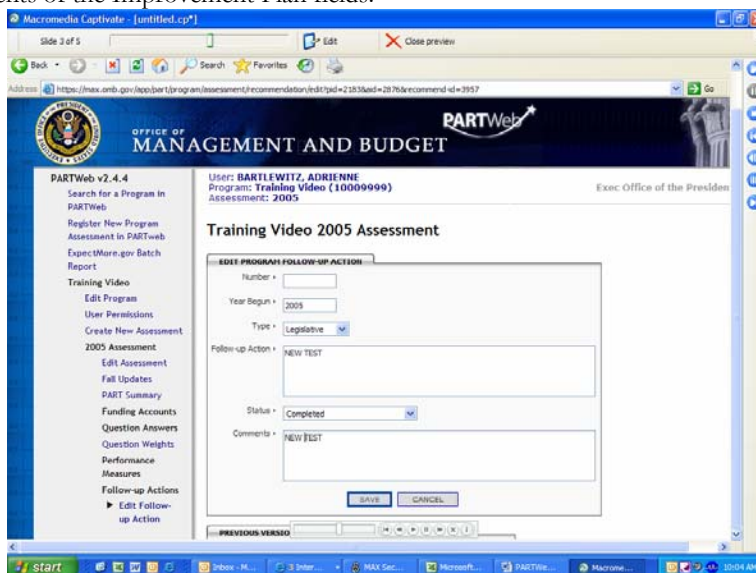
3. Click "Improvement Plan" from the navigation menus area.



4. Click the "Edit" link on the desired Improvement Plan.



5. Edit the contents of the Improvement Plan fields.



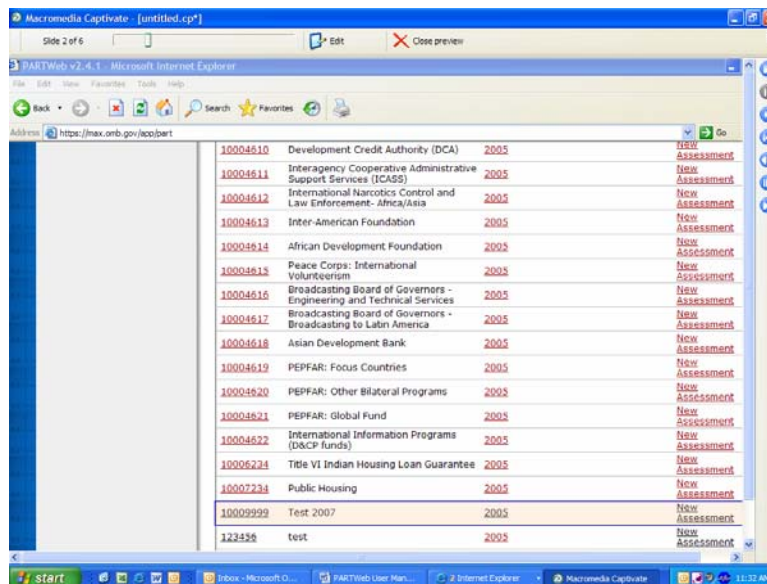
6. Click the "Save" button and verify the appropriate changes have been saved.

Sequence Numbers

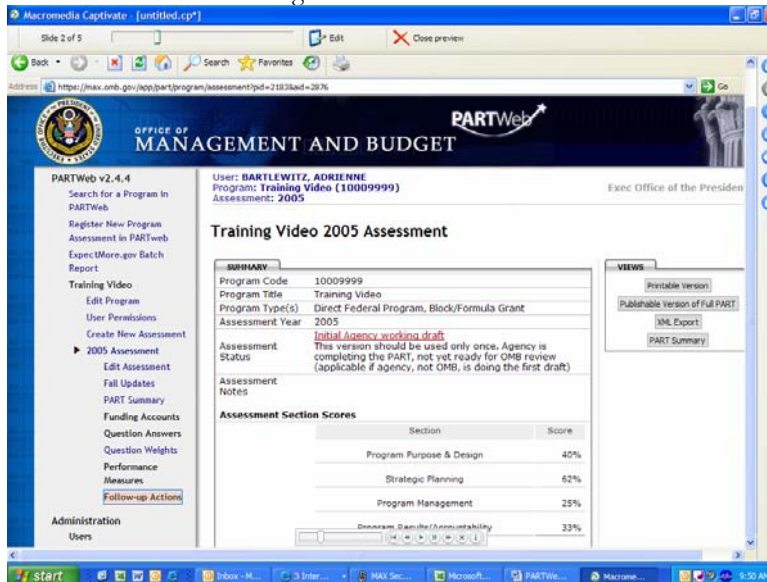
Sequence numbers can be used to organize the Improvement Plan. They can be used to order the list of follow-up actions as well as the order the target/actuals inside the follow-up actions.

To order the list of Improvement Plan

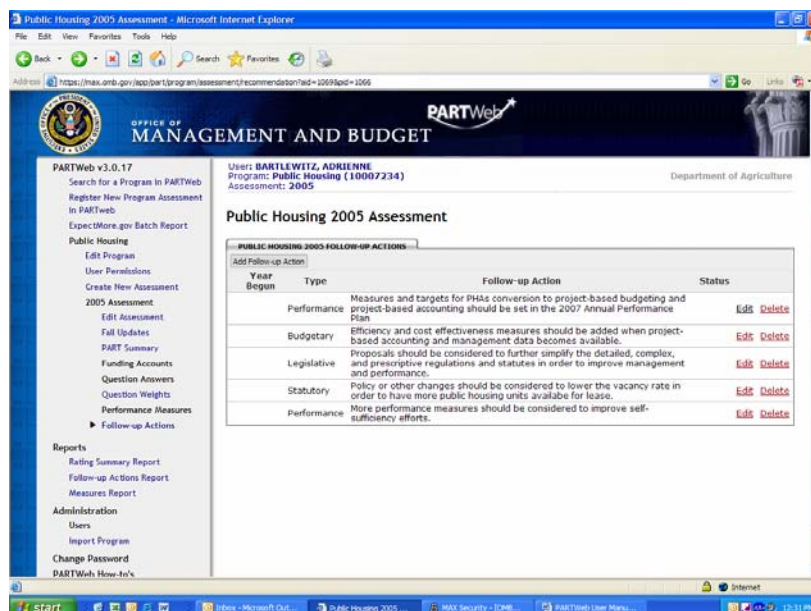
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



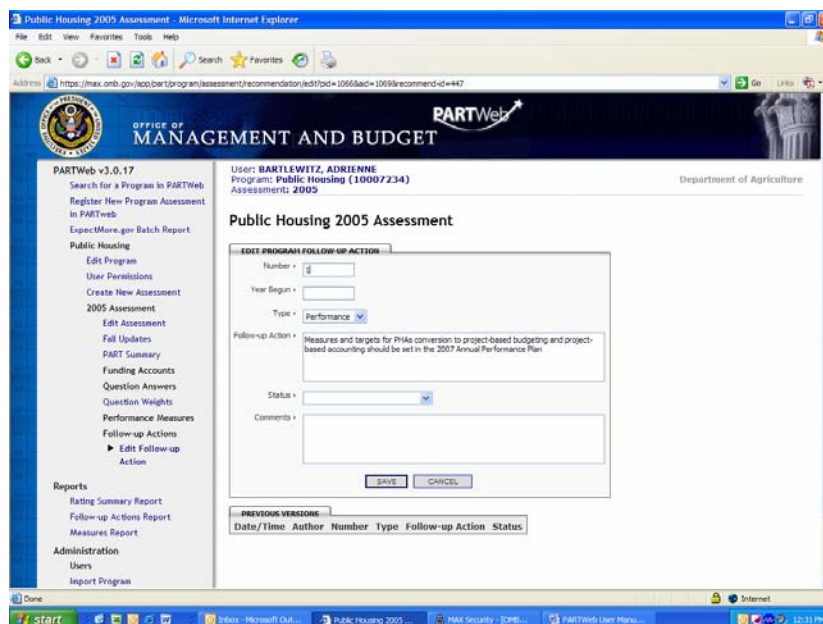
- Click "Improvement Plan" from the navigation menus area.



- Either click "Add Improvement Plan" or the "Edit" link for the respective Improvement Plan to be edited.



- When the Improvement Plan on appears, add the desired number into the box next to Number at the top of the page.

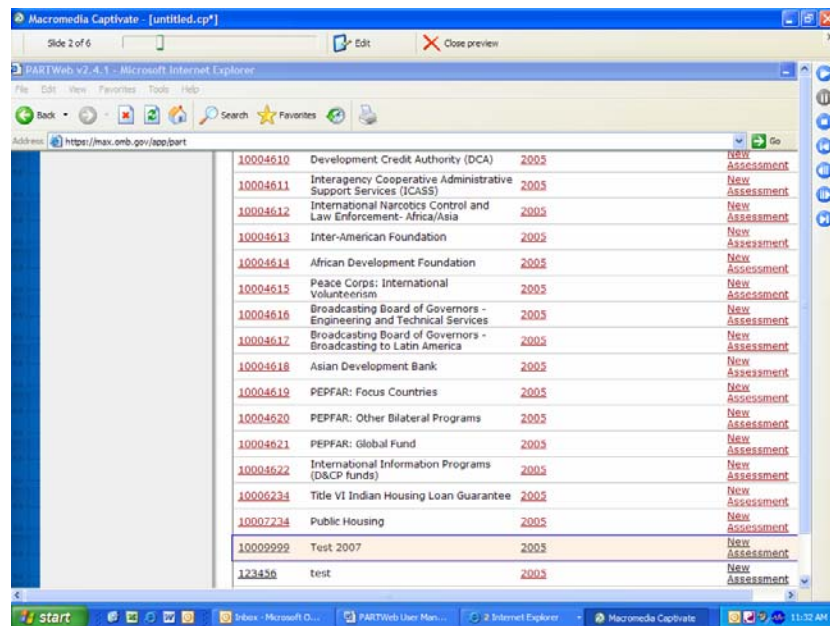


- Click the "Save" button and verify that the appropriate changes were made.

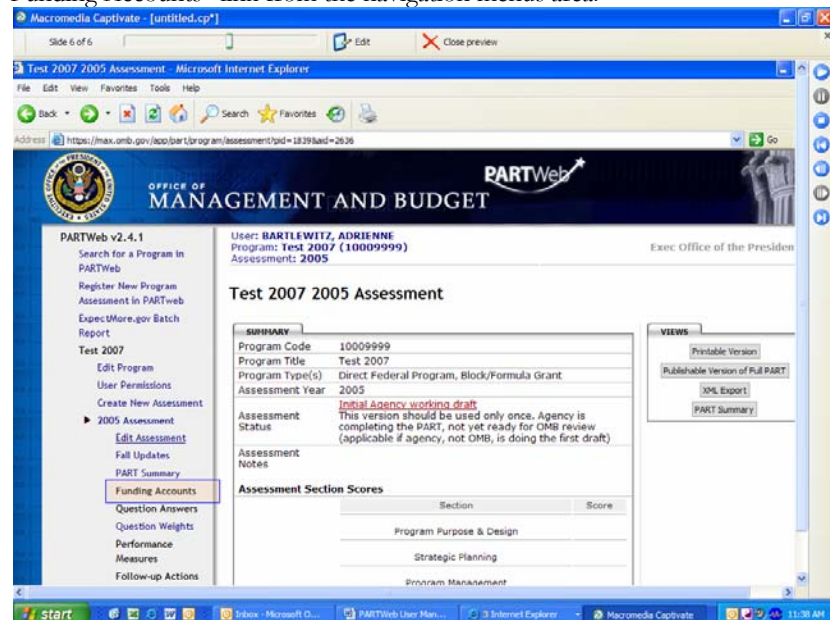
Funding Account

Creating a new funding account

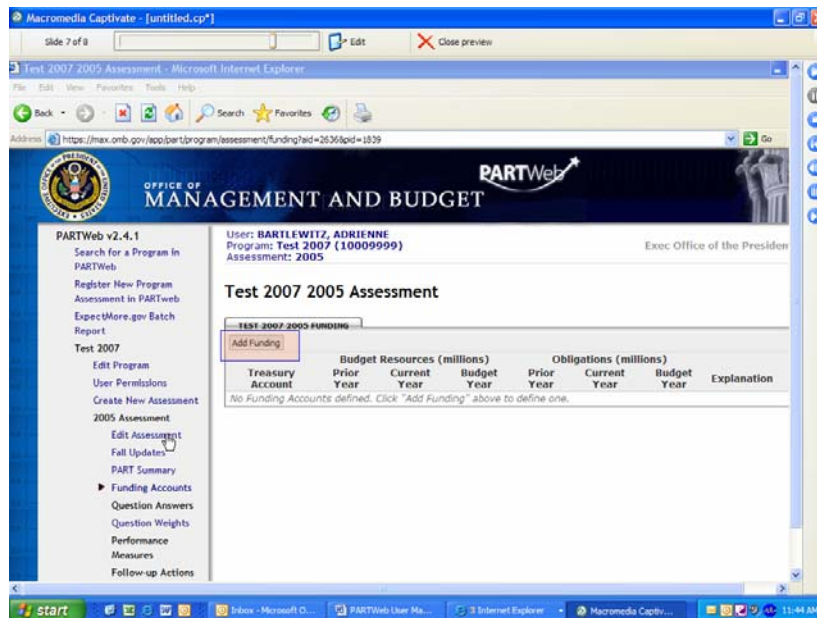
- Login as an administrator or a user who has permission to edit a program.
- From the Home Page, click the appropriate Assessment year for the PART.



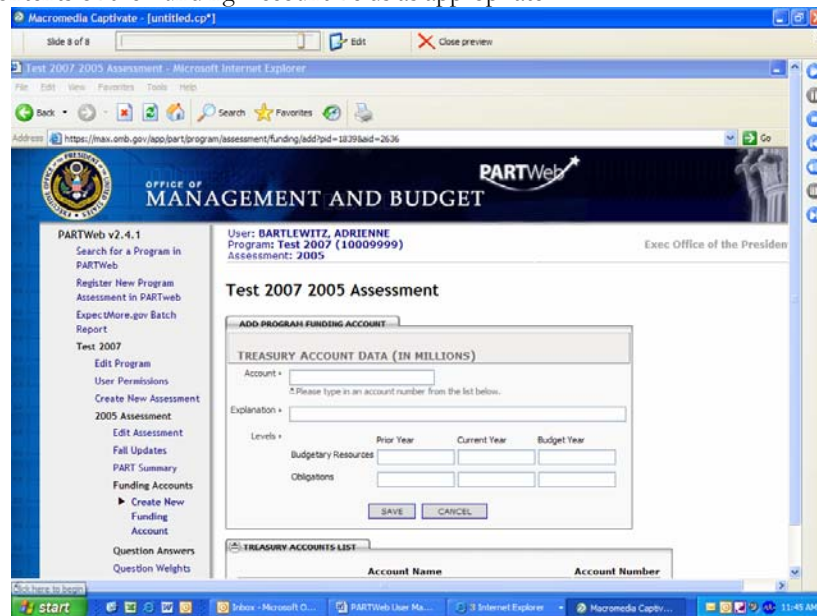
- Click the “Funding Accounts” link from the navigation menus area.



- Click the “Add Funding” button from the funding panel page.



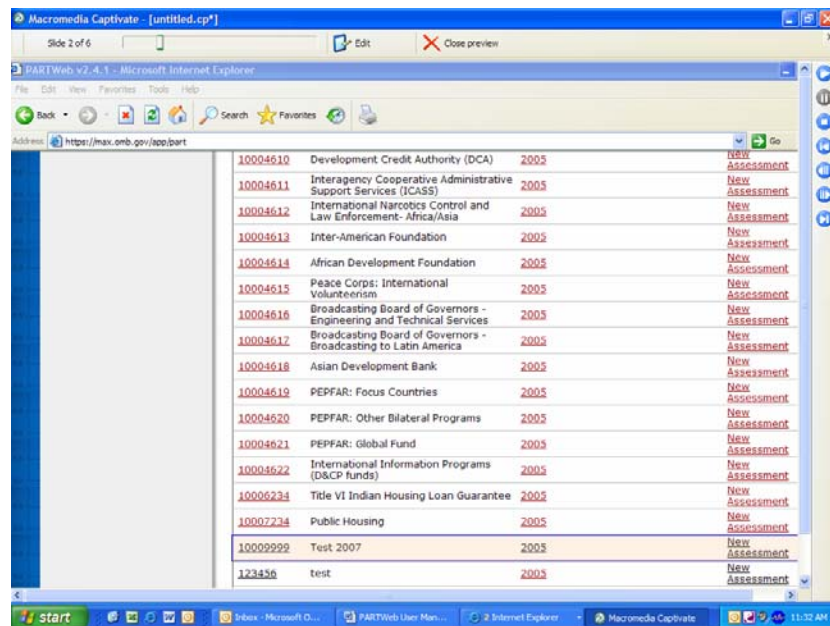
5. Edit the contents of the Funding Account fields as appropriate:



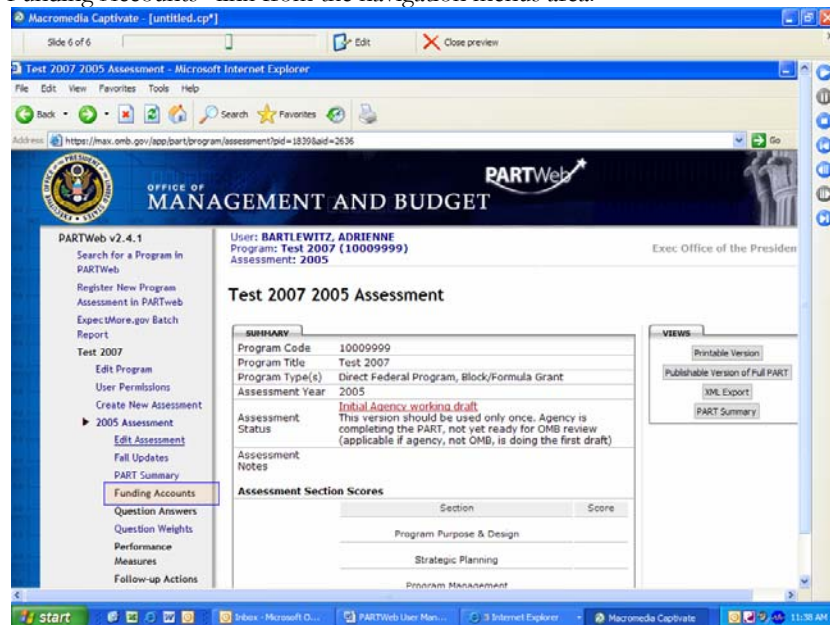
6. Click the "Save" button and verify that the changes were made appropriately.

Editing a funding account

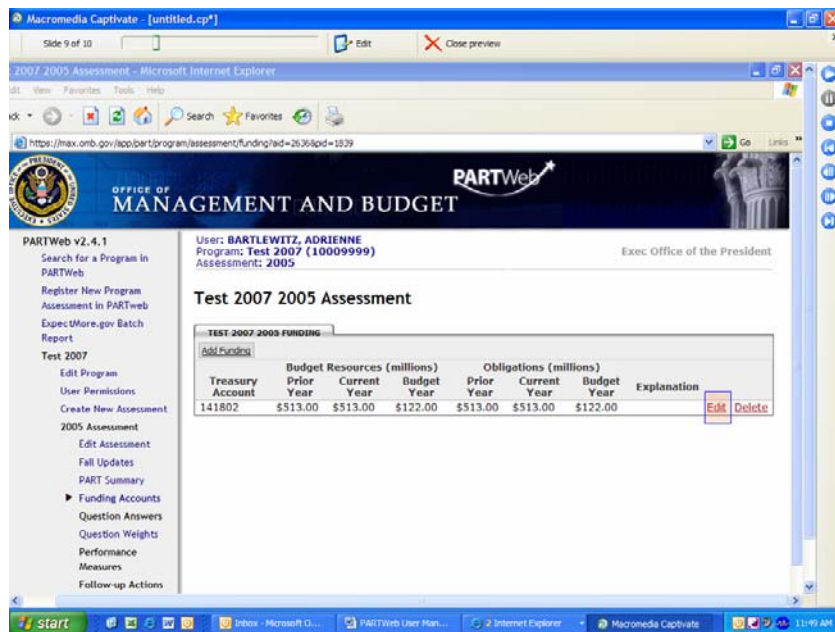
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



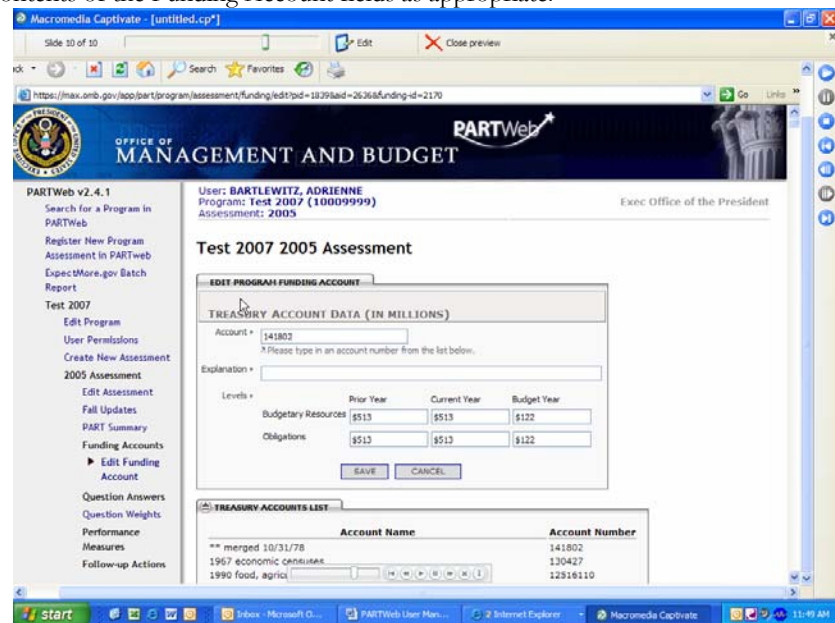
- Click the “Funding Accounts” link from the navigation menus area.



- Click the “Edit” link on the funding panel page.



5. Edit the contents of the Funding Account fields as appropriate:



7. Click the "Save" button and verify that the changes were made appropriately.

Section 4: Abbreviated Reassessments

While some portions of the reassessment process can be abbreviated, the overall process will maintain the standards of the PART. To improve from a *Results Not Demonstrated* rating, a program must have acceptable long term and annual performance measures in place (i.e., receive “Yes” to questions 2.1 and 2.3). This program must also have performance data documenting some results (i.e., receive credit - “Yes,” “Large Extent,” or “Small Extent” - for at least question 4.1 or 4.2).

****Please note that you need approval from OMB before an Abbreviated Reassessment can be created.**

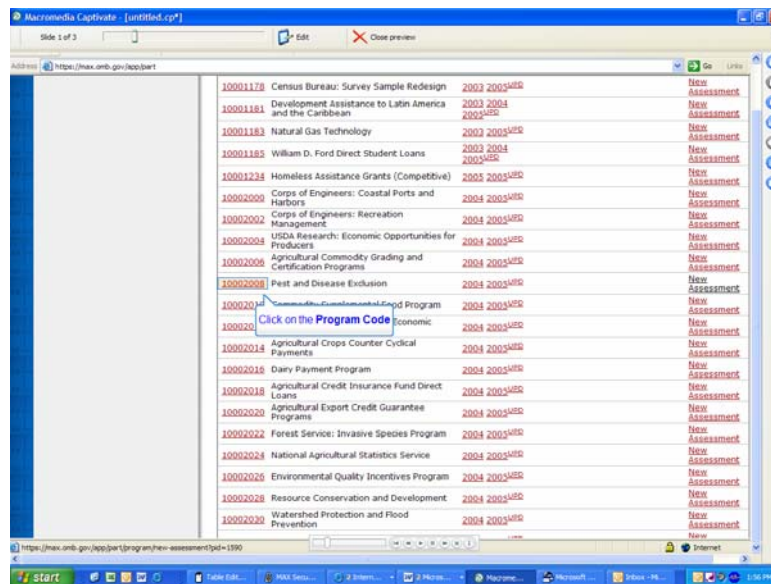
Requirements for completing an abbreviated PART reassessment:

- Abbreviated PART reassessments may only be completed for programs that are currently rated Results Not Demonstrated.
- All of the following questions must be answered: 2.1 - 2.4, 3.4, and 4.1 - 4.3. No additional questions should be answered. If there is evidence of significant change in areas covered by other questions, a full reassessment should be completed.
- An abbreviated PART reassessment cannot be completed for a program that was last assessed in 2002 or one that was last reassessed in 2003 using the 2002 PART questions. For these programs, only full reassessments can be completed.
- A program must have trend data for 4.1, 4.2, and 4.3 to get credit for these questions. A program must have at least two years of actual data to earn credit, including data for the most recent year available.

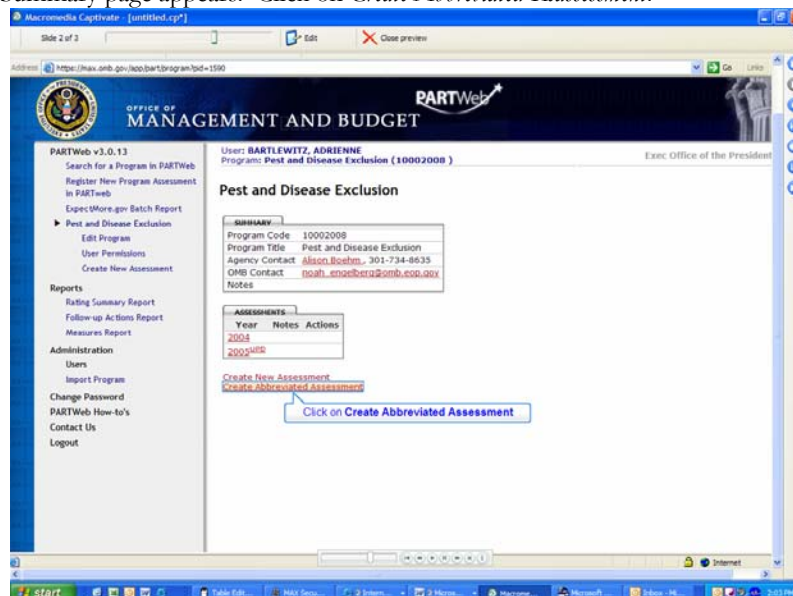
Create an Abbreviated Reassessment

None of the information from the prior year assessment (rated Results Not Demonstrated) will appear in the Abbreviated Reassessment including the funding accounts, performance measures, and follow-up actions. The questions weights are not an option to adjust in the abbreviated reassessment.

1. Login to PARTWeb as an administrator who has permission to create a new program. You should now be on the “Program Assessment Rating Tool (PART)” page.
2. Click on the Program Code for the desired program that has to have the Abbreviated Reassessment.



3. The Program Summary page appears. Click on *Create Abbreviated Reassessment*.



4. The Abbreviated Reassessment has been created and a page with the 8 questions that need to be answered will appear.

The screenshot displays the PARTWeb application interface within a web browser window. The browser's address bar shows the URL: <https://max.omb.gov/app/part/program/assessment/abbreviated-reassessment?id=1590&id=4128>. The page header includes the Office of Management and Budget logo and the PARTWeb logo. The user is identified as BARTLEWITZ, ADRIENNE, with the program 'Pest and Disease Exclusion (10002008)' and an assessment year of 2006. The main content area is titled 'Pest and Disease Exclusion 2006 Assessment' and displays a table of assessment questions and answers. The table has columns for 'Num', 'Question', 'Answer', 'Exp', 'Evd', and 'Score'. The questions are organized into sections: Section 2, Section 3, and Section 4. The answers are marked as 'Unanswered'.

Section 2

Num	Question	Answer	Exp	Evd	Score
2.1	The Abbreviated Reassessment appears to have measures that focus on outcomes and meaningfully reflect the purpose of the program?	Unanswered			
2.2	Does the program have ambitious targets and timeframes for its long-term measures?	Unanswered			
2.3	Does the program have a limited number of specific annual performance measures that can demonstrate progress toward achieving the program's long-term goals?	Unanswered			
2.4	Does the program have baselines and ambitious targets for its annual measures?	Unanswered			

Section 3

Num	Question	Answer	Exp	Evd	Score
3.4	Does the program have procedures (e.g. competitive sourcing/cost comparisons, IT improvements, appropriate incentives) to measure and achieve efficiencies and cost effectiveness in program execution?	Unanswered			

Section 4

Num	Question	Answer	Exp	Evd	Score
4.1	Has the program demonstrated adequate progress in achieving its long-term performance goals?	Unanswered			
4.2	Does the program (including program partners) achieve its annual performance goals?	Unanswered			
4.3	Does the program demonstrate improved efficiencies or cost effectiveness in achieving program goals each year?	Unanswered			

The interface also includes a left-hand navigation menu with options such as 'PARTWeb v3.0.13', 'Search for a Program in PARTWeb', 'Register New Program Assessment in PARTWeb', 'Expect More.gov Batch Report', 'Pest and Disease Exclusion', 'Edit Program', 'User Permissions', 'Create New Assessment', '2006 Assessment', 'Edit Assessment', 'Fall Updates', 'PART Summary', 'Funding Accounts', 'Question Answers', 'Performance Measures', 'Follow-up Actions', 'Reports', 'Rating Summary Report', 'Follow-up Actions Report', 'Measures Report', 'Administration', 'Users', 'Import Program', 'Change Password', 'PARTWeb How-to's', and 'Contact Us'.

Section 5: Analytical Reports

The Analytical Reports is designed to give a data dump of three areas of PART: Rating, Follow-up Actions, and Performance Measures. It is designed to be an easier process than going into individual PARTs and obtaining the information. The Analytical Reports is designed to be used across an agency or when comparing agencies.

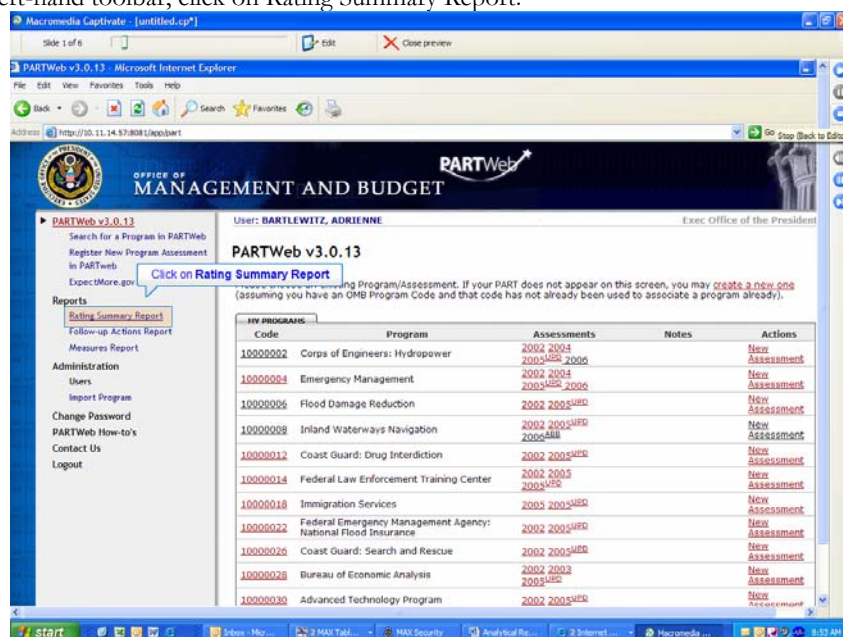
In each of the three types of Analytical Reports, three different criteria can be chosen: assessments years, program types, and agencies.

The Analytical Reports can be used by Agency Administrators, Agency Users, and OMB Users.

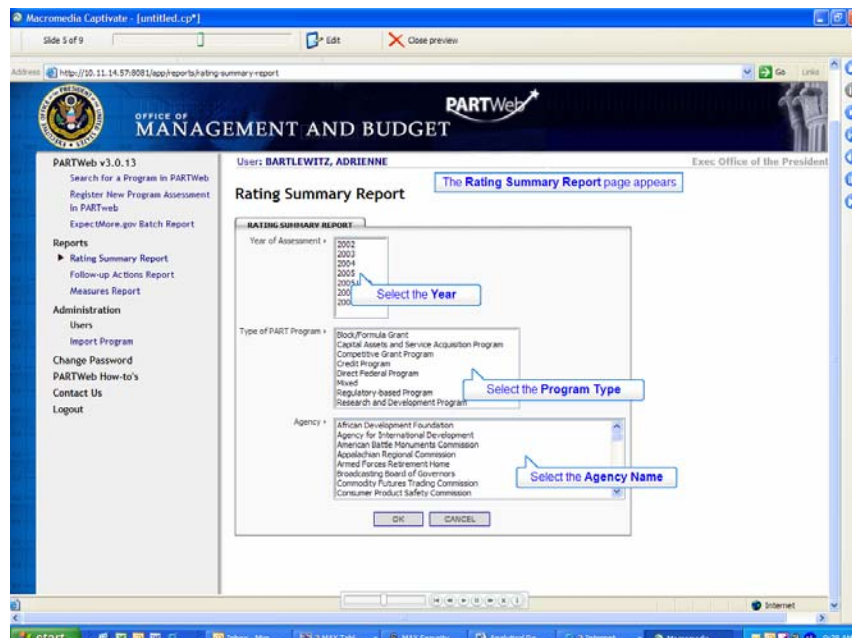
Rating Summary Report

This option will give the PART Code, PART Title, Year of Assessment, Rating, and the four section scores for the Assessment. The overall total score is not shown.

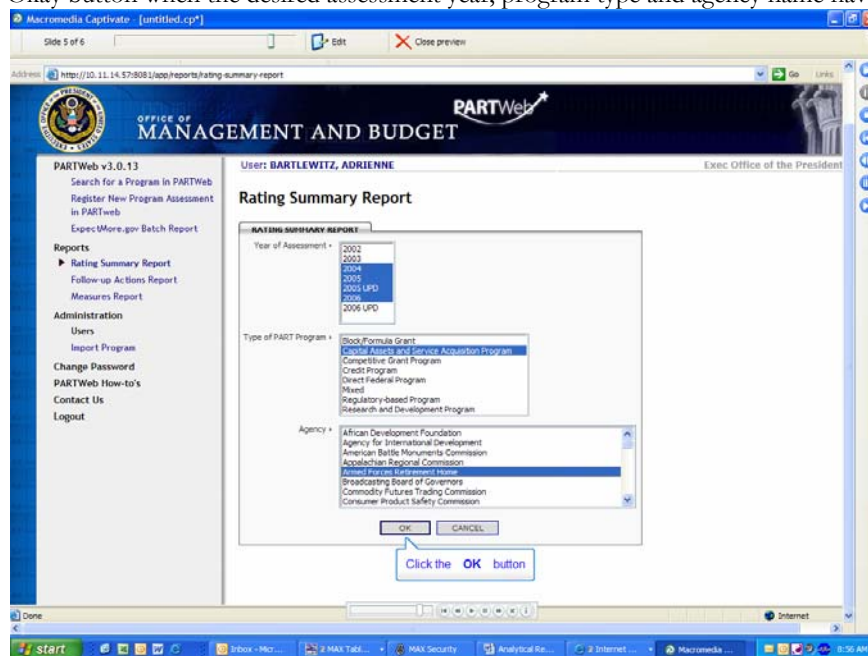
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Rating Summary Report.



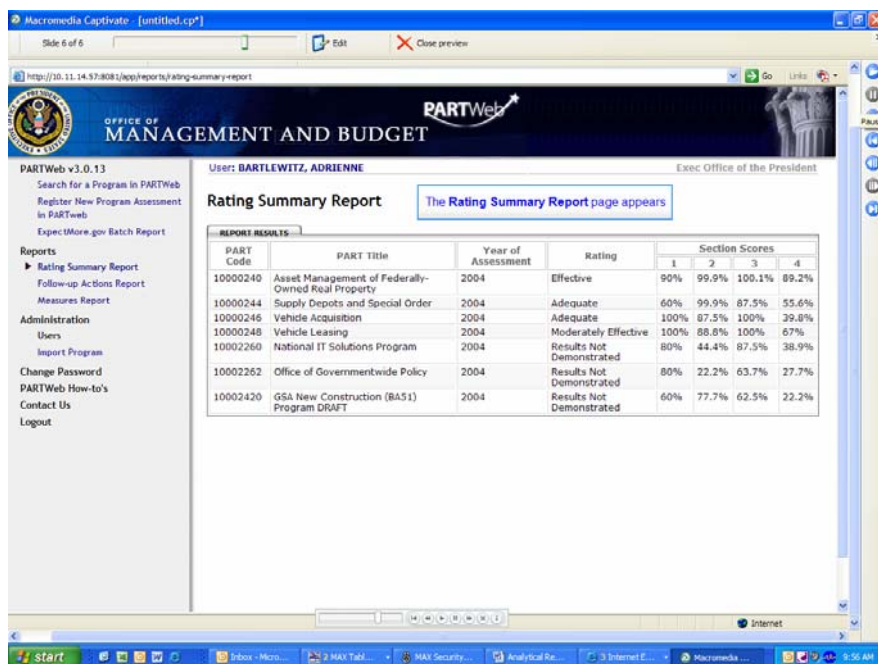
3. The Rating Summary Report page will appear. Select the desired Assessment Year, Program Type, and Agency Name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



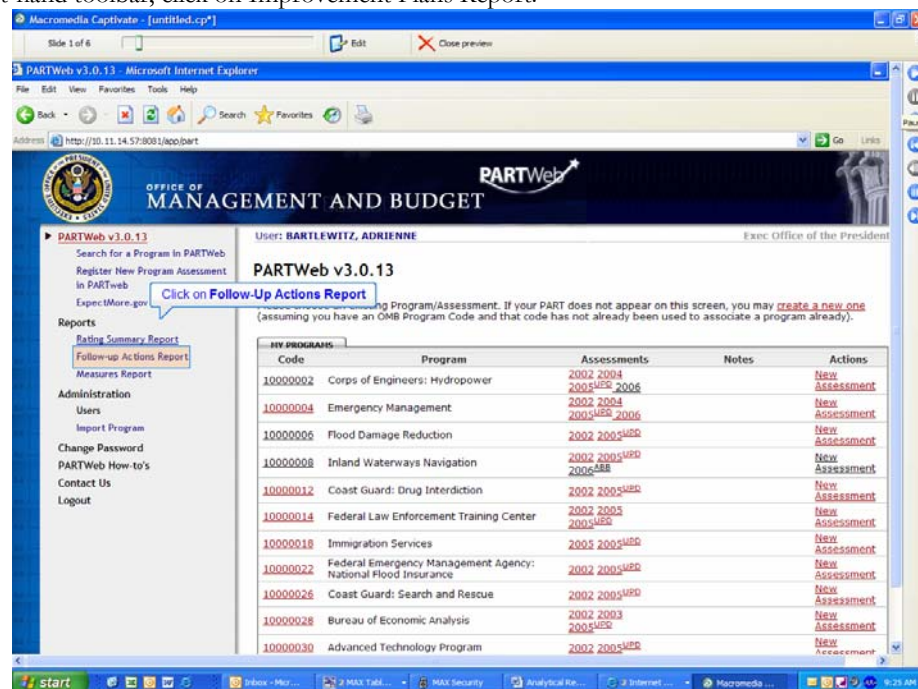
5. The Rating summary page will appear with the desired information.



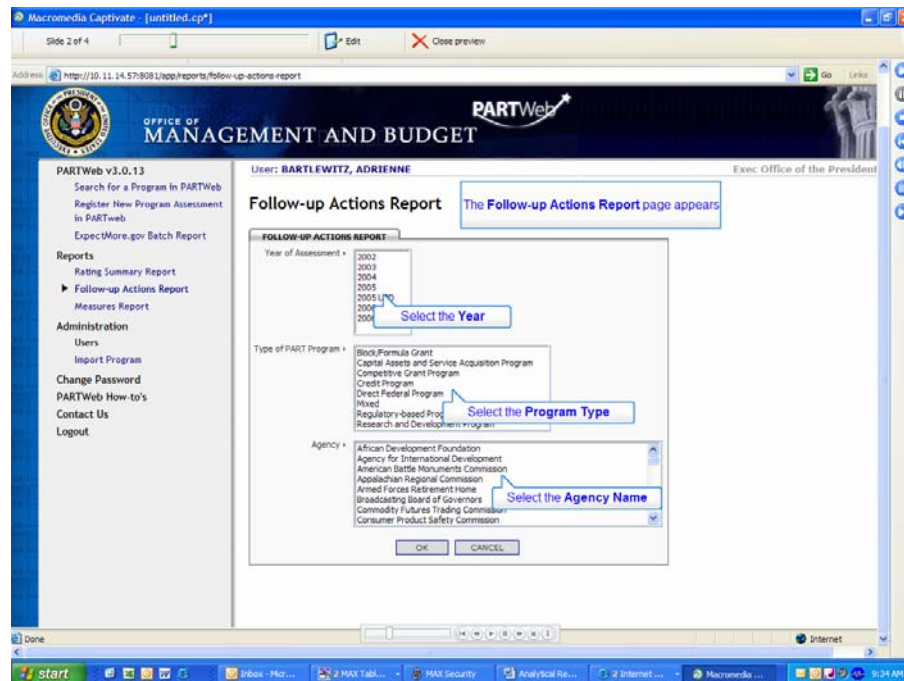
Improvement Plans Report

This option will give the Summary Report, PART Code, PART Title, Year of Assessment, Improvement Plan, Action Taken, and Comments.

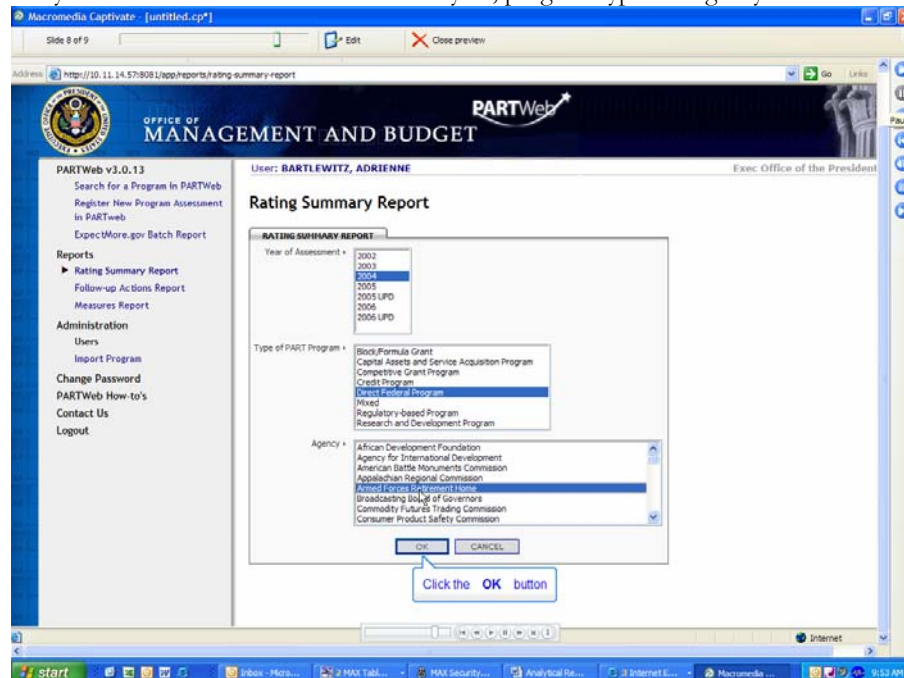
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Improvement Plans Report.



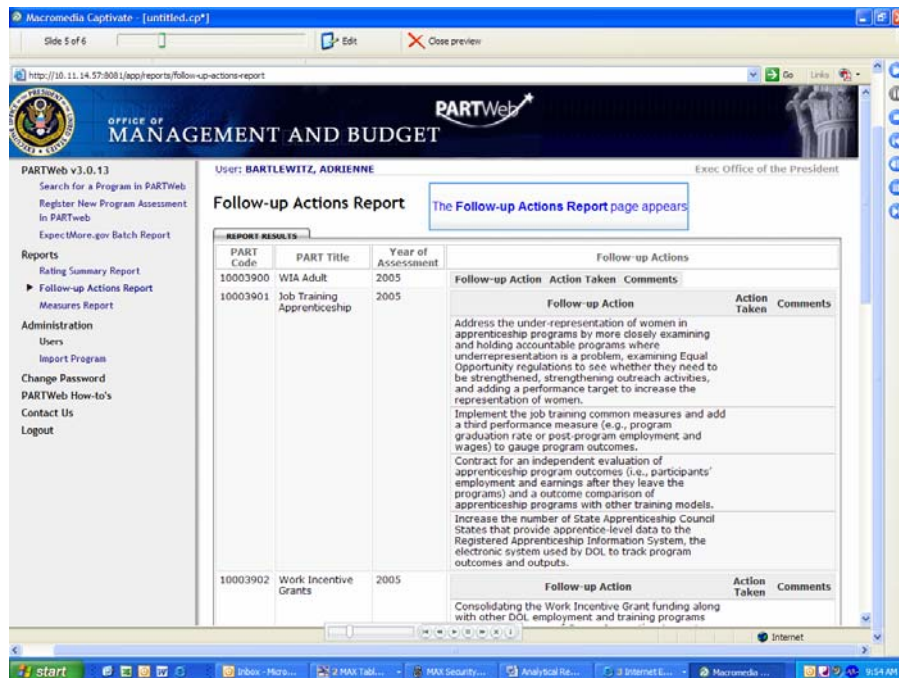
3. The Improvement Plans Report page will appear. Select the desired year, program type, and agency name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



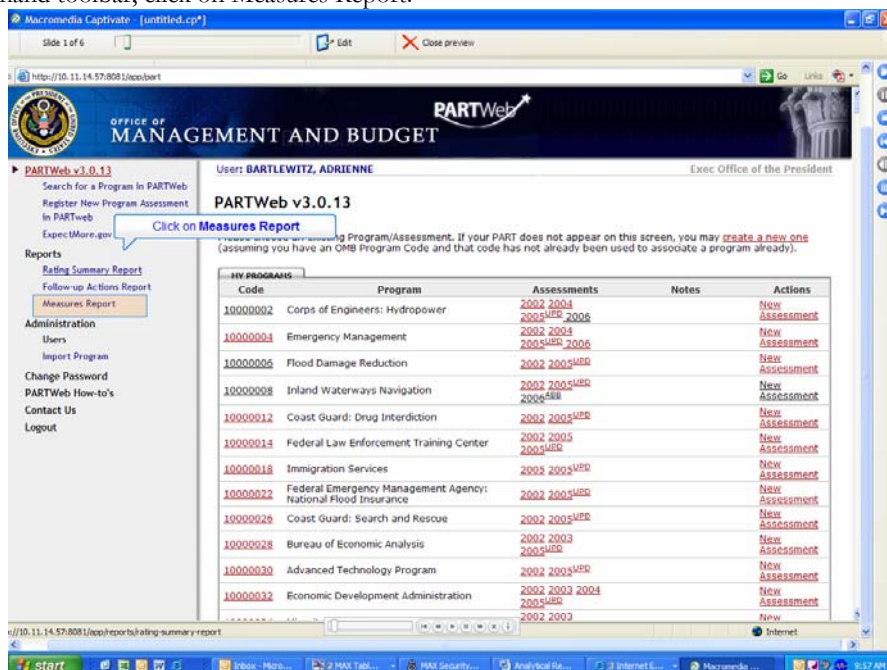
5. The Improvement Plans summary page will appear with the desired information.



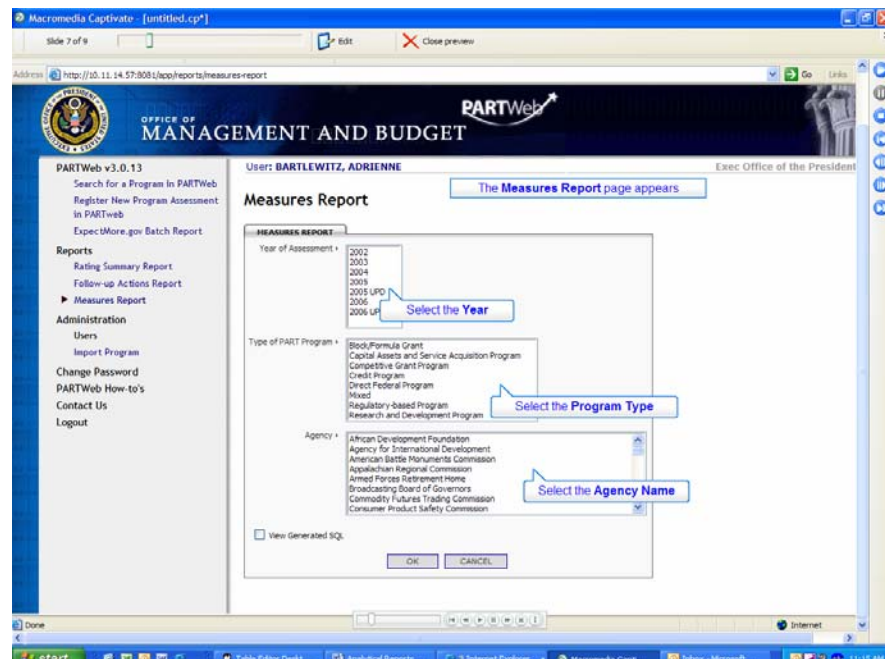
Performance Measures Report

This option will give the PART Code, PART Title, Year of Assessment, Performance Measure, and targets and actuals. The Performance Measure explanation is not shown.

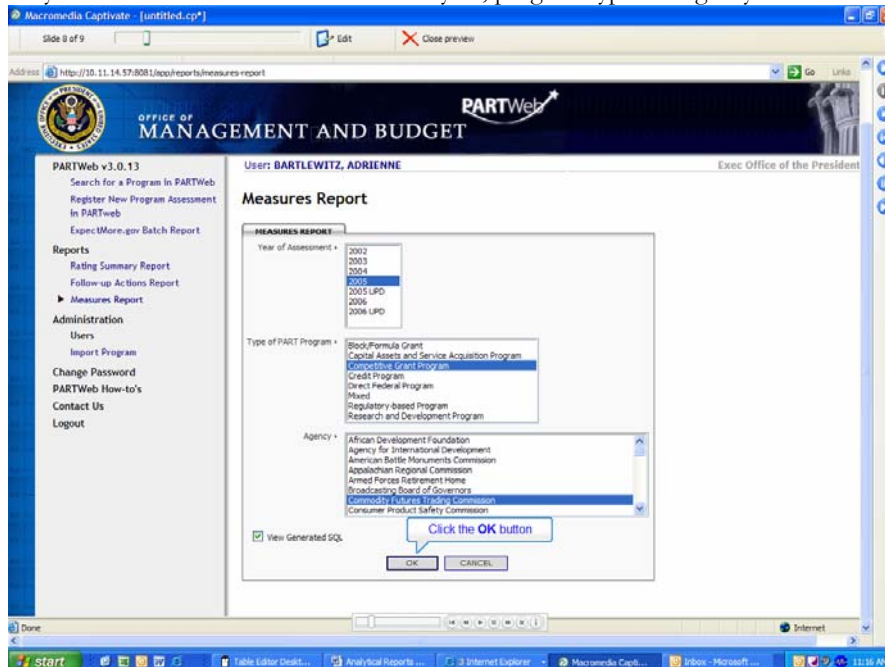
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Measures Report.



3. The Measures Report page will appear. Select the desired year, program type, and agency name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



5. The Follow-Up Actions summary page will appear with the desired information.

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Side 9 of 9 Edit Close preview

http://10.11.14.57:8031/app/reports/measures-report

OFFICE OF MANAGEMENT AND BUDGET **PARTWeb**

PARTWeb v3.0.13 User: BARTLEWITZ, ADRIENNE Exec. Office of the President

Search for a Program in PARTWeb
Register New Program Assessment in PARTWeb
Expect More.gov Batch Report

Reports
Rating Summary Report
Follow-up Actions Report
► **Measures Report**

Administration
Users
Import Program
Change Password
PARTWeb How-to's
Contact Us
Logout

Measures Report The Measures Report page appears

REPORT RESULTS																																												
PART Code	PART Title	Year of Assessment	Measure	Targets																																								
10001120	Submission Processing	2005	Percent of Individual Returns Processed Electronically	<table border="1"> <thead> <tr> <th>Year</th> <th>Target</th> <th>Actual</th> <th>State</th> </tr> </thead> <tbody> <tr><td>2004</td><td>45.6%</td><td>46.5%</td><td></td></tr> <tr><td>2009</td><td>80%</td><td></td><td></td></tr> <tr><td>2007</td><td>80%</td><td></td><td></td></tr> <tr><td>2002</td><td>36%</td><td>35.6%</td><td></td></tr> <tr><td>2001</td><td>31.0%</td><td>30.8%</td><td></td></tr> <tr><td>2006</td><td>55.6%</td><td></td><td></td></tr> <tr><td>2005</td><td>51%</td><td>51%</td><td></td></tr> <tr><td>2003</td><td>41.0%</td><td>40.3%</td><td></td></tr> <tr><td>2008</td><td>80%</td><td></td><td></td></tr> </tbody> </table>	Year	Target	Actual	State	2004	45.6%	46.5%		2009	80%			2007	80%			2002	36%	35.6%		2001	31.0%	30.8%		2006	55.6%			2005	51%	51%		2003	41.0%	40.3%		2008	80%		
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Section 6: Spring Updates

In the spring, agencies have the opportunity to update portions of the information presented on www.ExpectMore.gov. This updated information will be posted on www.ExpectMore.gov in early summer.

Only 2005UPD programs will have a Spring Update—2006 assessments are exempt from the Spring Updates. (Assessments PARTed in 2002-2005 already have a 2005UPD.)

About the “2006 SPR” Version

To create the 2006 Spring Updates, please select the 2005 Fall Updates assessment (2005UPD). Once you select the 2005UPD assessment, hit the “Spring Updates” link on the left-hand toolbar. This will automatically create an updated assessment named “2006 SPR” (“SPR” for “spring updated version”). When the 2006 SPR version is created, PARTWeb copies all of the information from the 2005UPD. The 2006 SPR assessment will allow users to update new performance data (only new targets/actuals) and the improvement plan. The 2006 SPR assessment will be done in the Agency and OMB working Draft status level.

Actions

Agencies should do the following for programs PARTed in 2002 - 2005 as appropriate:

- Enter any available updated information on their improvement plans in PARTWeb
- Enter any available additional performance data into PARTWeb

OMB Program Examiners should do the following:

- Review the information entered into PARTWeb, ensure it is accurate and complete, and work with agencies to make any necessary changes.

Entering Information into PARTWeb

Please note that the answers, explanations, and evidence are locked and cannot be changed. The Spring Update screen will be prepopulated with the most recent information (i.e., that which is currently posted on www.ExpectMore.gov) and will allow the user to update information on PART improvement plan and to add new performance data. The new information will be retained as a spring 2006 version of the PART and when final, posted in the PART details on www.ExpectMore.gov, replacing the existing information.

Updating PART Performance Information

Agencies enter into PARTWeb any additional performance information that became available since the 2005UPD. If additional performance data was used to modify performance targets or to develop additional targets, that information may be added as well.

Only existing measures may be updated at this time. New performance measures may not be at this time.

Updating PART Improvement Plans

Each program that has been PARTed has a set of follow-up actions (also known as an improvement plan) it is taking in response to the PART findings to improve program performance. Information on improvement plans will be updated twice a year - in the spring for release in early summer and in the fall for release with the President’s Budget. (Note: The follow-up actions listed on the ExpectMore.gov summary will not be updated at this time.)

For programs currently being reassessed, the existing improvement plans should be updated now.

Agencies should ensure that the information they report on their improvement plans (e.g., the year the action was begun, the status of the action, etc.) is correct and current. This reporting should reflect activities completed to date.

- Select the year the action was begun: This should be the calendar year when the action was identified and/or first reported. For most actions, the year will correspond with the year that the PART summary listing the action was first published.

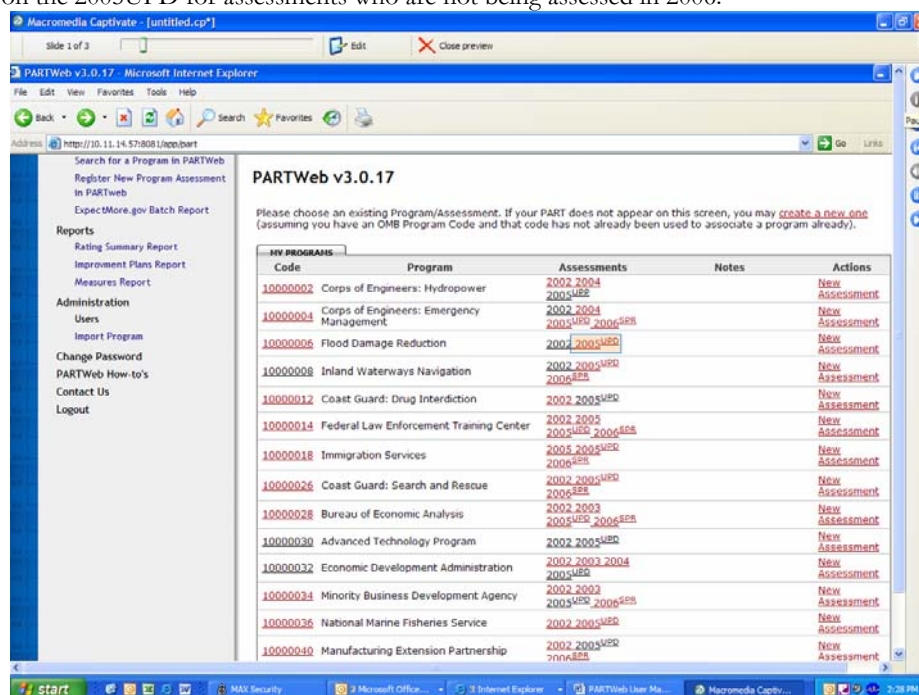
For the 2005 PARTs, several programs began working on their follow-up actions in advance of the publication of the PART summaries. Those programs accurately reflect 2005 as the year begun. Other 2005 PARTs that began working on their follow-up actions shortly after the publication of the PART list 2006 as the year begun.

- Verify/enter the category for the action: The category is used for internal tracking and is not published.
 - *Budgetary* - The President's Budget includes a proposal relating to the total funding for the program or funding for a portion of the program (i.e., to increase, decrease, or maintain the current level) or to change the distribution (targeting) of funding within the program. The budget recommendation is based largely on performance.
 - *Legislative* - The follow-up action relates to submitting a legislative proposal or working with the Congress in an informal fashion to enact a legislative change. The legislative proposal may be included in the President's Budget or submitted separately and it may in appropriations language, considered as part of an authorization bill, or submitted as a separate bill.
 - *Performance Measurement* - The agency is developing or will develop new performance measures (long term, annual, or efficiency) or the agency is or will develop targets for its performance measures.
 - *Management (other)* - The agency is taking or will take administrative steps (besides developing performance measures) in response to PART findings. Examples include putting performance contracts in place to hold managers accountable for performance, revising regulations, modifying grant announcements, establishing a methodology for measuring improper payments, etc.
- Update the status:
 - *No action taken* - The agency/program has not taken steps to implement the follow-up action.
 - *Action taken, but not completed* - The agency/program has taken some steps to implement the follow-up action, but has not completed the action.
 - *Completed* - The agency/program has completed the follow-up action.
 - *Enacted* - This category should only be used for actions categorized as budgetary or legislative, such as when the President's Budget included a funding proposal that was enacted by the Congress or when the Administration submitted legislation that the Congress enacted.
 - *Not enacted* - Just as "enacted," this category should only be used for actions categorized as budgetary or legislative.
- Provide comment to explain status. As appropriate, explain the status of the follow-up action. There is limited space so explanations should be succinct.

- *No action taken* - An explanation is required. There is an exception for new actions that were just added.
- *Action taken, but not completed* - The explanation could explain what has been done and what remains to be done and the associated timeline.
- *Completed* - The comment may explain the associated impact on performance.
- *Enacted* - The comment may explain when the budget or legislative proposal was enacted, including mentioning the legislation that enacted it.
- *Not enacted* - If a budgetary proposal from a prior year was not enacted, the comment should identify if the action is proposed again in the FY 2007 President's Budget or there should be an additional budgetary action listed for 2006.
- The comments relating to legislative actions should make clear what exactly was done. For instance, legislation was introduced, legislation has been approved in the Senate, etc.

How to Add the Spring Updates

1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. Click on the 2005UPD for assessments who are not being assessed in 2006.



3. On the left-hand toolbar, click on Spring Updates.

Macromedia Captivate - [untitled.cp*]

Slide 2 of 3

Address: http://10.11.14.57:8081/app/part/program/assessment?pd=1555&aid=3152

OFFICE OF MANAGEMENT AND BUDGET

PARTWeb v3.0.17

User: BARTLEWITZ, ADRIENNE
Program: Flood Damage Reduction (10000006)
Assessment: 2005 Update

Flood Damage Reduction 2005 Update Assessment

SUMMARY

Program Code	10000006
Program Title	Flood Damage Reduction
Program Type(s)	Capital Assets and Service Acquisition Program
Assessment Year	2002
Assessment Status	Final
Ready to publish/published. No changes will be made from this point on.	

Assessment Notes

Assessment Rating Results Not Demonstrated

Assessment Section Scores

Section	Score
Program Purpose & Design	60%
Strategic Planning	67%
Program Management	82%
Program Results/Accountability	66%

Program funding Level (in millions)

Prior Year	\$1091
Current Year	\$1492
Budget Year	\$1197

Views: Printable Version, Publishable Version of Full PART, XML Export, PART Summary

4. The Spring Updates will be created with the only the performance measures and improvement plans appearing on the page.

Macromedia Captivate - [untitled.cp*]

Slide 3 of 3

Address: http://10.11.14.57:8081/partweb/AssessmentManager.do?command=CREATE_SPRING_UPDATE&pd=1555&aid=3152&userId=OMICS10&displayName=BARTLEWITZ,%20ADRIENNE

OFFICE OF MANAGEMENT AND BUDGET

PARTWeb v3.0.17

User: BARTLEWITZ, ADRIENNE
Program: Flood Damage Reduction (10000006)
Assessment: 2006 Spring Update

Flood Damage Reduction 2006 PART Spring Update

FLOOD DAMAGE REDUCTION 2002 PERFORMANCE MEASURES

Term	Type	Text	Edit	Delete
1 Long-term/Annual	Outcome	Percent of time that Corps owned flood damage reduction infrastructure maintained at design level	Edit	Delete
14 Long-term/Annual	Output	Percent of projects exceeding facilities condition index (FCI) standard	Edit	Delete
9 Long-term/Annual	Outcome	Number of people benefited by potential projects identified in reconnaissance phase reports completed.	Edit	Delete
10 Long-term/Annual	Outcome	Average annual flood damage reduction benefits attributable to projects recommended in completed pre-construction, engineering & design (PED) reports.	Edit	Delete
8 Long-term/Annual	Outcome	Average annual flood damage reduction benefits attributable to projects recommended in completed feasibility reports.	Edit	Delete
6 Long-term/Annual	Outcome	Average annual flood damage reduction benefits attributable to completed construction projects.	Edit	Delete

FLOOD DAMAGE REDUCTION 2002 IMPROVEMENT PLAN

Year Begun	Type	Improvement Plan	Status
1 2003	Performance	Develop additional outcome oriented performance measures.	Action taken, but not completed

Views: Printable Version, Publishable Version of Full PART, XML Export, PART Summary

5. Edit the performance measures and improvement plans the same way you would if this was a full assessment.

Section 7: Fall Updates

To aid in updating performance data, funding and follow-up actions we have created a new consolidated input screen in PARTWeb.

Making Fall Updates to Performance Data, Funding Information and Improvement Plans

We have created this consolidated screen for you to enter your updates to measures (actuals for the year), funding and improvement plans. It is called the “Fall Updates” screen. To access this screen, you will need to open the relevant PART and click on Fall Updates link that can be found in the left side toolbar in PARTWeb.

- For PARTs completed in a previous year, chose the latest year of the assessment, listed under the column heading “Assessments,” and open that version of the PART. For example, if the PART was first assessed in 2002 and reassessed last year, you would open the 2004 version of the PART.
- For new PARTs and reassessments completed this year, fall update information will be collected in the same fashion. You should click 2005.

The screenshot displays the PARTWeb v2.4.1 interface. The header includes the Office of Management and Budget logo and the PARTWeb logo. The user is identified as 'User: Hurban, JamesOMBADMIN'. The main content area is titled 'PARTWeb v2.4.1' and contains a table of programs. A callout box highlights the 'Assessments' column for the 'Chemical Demilitarization' program, showing the years 2004 and 2005, with a note 'Choose the latest year of an assessment'.

Code	Program	Assessments	Notes	Actions
10000014	Federal Law Enforcement Training Center	2005 2005USD 2002		New Assessment
10000018	Immigration Services	2005 2005USD 2002		New
10000030	Chemical Demilitarization	2004 2005USD 2004		Assessment
10000070	Missile Defense	2005 2005USD 2004 2002 2002		New Assessment
10000086	Zero Emissions Coal-Based Electricity and Hydrogen Production	2005 2002 2002		New Assessment
10000134	DOI Wildland Fire Management	2005 2002		New Assessment
10000176	Weed and Seed	2004 2005USD 2002		New Assessment
10000209	TRIO Student Support Services	2005 2005USD 2002		New Assessment
10000238	Superfund Removal	2005 2002	Created 08/05/05 for passback to Agency	New Assessment

Once you open the PART and click on “Fall Update” you will create a fall update screen for your PART (PARTWeb will only allow you to edit information accessible through the fall update screen).

For PARTs completed in previous years, the answers, explanations, and evidence are locked and cannot be changed. Agencies may access only the fall update screen.

For 2005 PARTs, on the other hand, the assessment remains in whatever status level you set the last time you edited the PART. Please see the table on page 2 of BPM 879, Addendum 4 for more information (<http://intranet.omb.eop.gov/brd/bpm/bpm879a4.pdf>). Depending on the status level you set, agency users may or may not have access to edit the fall update screen for 2005 assessments.

If you want your agency to enter the fall update information directly into PARTWeb, you will need to set your 2005 PARTs to “Pending Final.” The agency will not be able to access the rest of the PART.

In the following example, the 2004 assessment status level is set to “Final.”

Performance measures and targets may be incomplete for PARTs completed in prior years. Please complete the data and ensure that all past years have a target and actual.

The screenshot displays the PARTWeb interface for the 'Emergency Management 2004 Assessment'. The left sidebar contains a navigation menu with options like 'Search for a Program in PARTWeb', 'Register New Program Assessment in PARTWeb', 'ExpectMore.gov Batch Report', 'Emergency Management', 'Edit Program', 'User Permissions', 'Create New Assessment', '2004 Assessment', 'Edit Assessment', 'Fall Updates', 'PART Summary', 'Funding Accounts', 'Question Answers', 'Question Weights', 'Performance Measures', 'Follow-up Actions', 'Administration', and 'Users'. The main content area shows the 'Emergency Management 2004 Assessment' summary. The 'SUMMARY' section includes fields for Program Code (10000004), Program Title (Emergency Management), Program Type(s) (Direct Federal Program), Assessment Year (2004), and Assessment Status (Final). The 'Assessment Notes' section states 'Ready to publish/published. No changes will be made from this point on.' The 'Assessment Rating' is 'Moderately Effective'. The 'Assessment Section Scores' table shows scores for Program Purpose & Design (80%), Strategic Planning (100%), Program Management (100%), and Program Results/Accountability (60%). The overall score is 76%.

Section	Score
Program Purpose & Design	80%
Strategic Planning	100%
Program Management	100%
Program Results/Accountability	60%
Total	76%

About the “2005 UPD” Version

Once you select the latest assessment year for your program and hit the “Fall Updates” link, PARTWeb automatically creates an updated assessment named “2005 UPD” (“UPD” for “updated version”). When the 2005 UPD version is created, PARTWeb copies all of the information from the PART you selected and updates it with the new measures, funding, and follow-up actions information you provided. In effect, this creates a back-up of the full PART as it was before you started making your fall updates. The information in the 2005 UPD version – regardless of whether the PART was originally completed in 2005 or not – is what will ultimately populate the fields of the publishable PART assessment reports that will be posted on the OMB website.

Note that if you need to make any changes to a 2005 PART after you have created a “2005 UPD” version, such as editing the explanations, you should do that in the 2005 UPD version.

If you get started making fall updates but do not finish entirely, you should select and edit the 2005 UPD version when entering PARTWeb at a later date.

Even if you accidentally chose a different assessment year, the system will automatically give you the 2005 UPD version with the fall update information if one has already been created.

Here are some screen shots of the “Fall Update” screen.

Economic Development Administration 2005 Update Assessment - Microsoft Internet Explorer

Address: https://www.omb.gov/procurement/assessment/fall-updates/ed-101504ed-2403

Office of Management and Budget

PARTWeb v2.4.1

Search for a Program in PARTWeb
Register New Program Assessment in PARTWeb
Export/Import Batch Report
Economic Development Administration
Edit Program
User Permissions
Create New Assessment
2004 Assessment
Edit Assessment
Fall Updates
PART Summary
Funding Accounts
Question Answers
Question Weights
Performance Measures
Follow-up Actions

Administration
Users
Import Program
Change Password
Contact Us
Logout

User: Harbun, JamesOMBADMIN
Program: Economic Development Administration (10000032)
Assessment: 2004

Office of Management & Budget

Economic Development Administration 2005 Update Assessment

PART FALL UPDATE

Please refer to section 26.2 of Circular A-11 regarding PART Fall updates:
http://www.whitehouse.gov/omb/circulars/a11/circular_26/a11-26-05.pdf

ECONOMIC DEVELOPMENT ADMINISTRATION 2004 PERFORMANCE MEASURES

Term	Type	Text	Edit	Delete
1 Long-term	Outcome	Private sector dollars (in millions) invested in distressed communities as a result of EDA investments. Measure is based on 3, 6 and 9 year anticipated private sector investment resulting from investments by EDA. Results shown for 1997 investments only and demonstrate the increased impact projects have as they are completed and attract additional private investment.	Edit	Delete
2 Long-term	Outcome	Jobs created or retained in distressed communities as a result of EDA investments. Results shown for 1997 investments only.	Edit	Delete
3 Annual	Output	State and local dollars committed per EDA dollar	Edit	Delete
4 Annual	Output	Percentage of investments in areas of highest distress	Edit	Delete
5 Annual	Output	Percentage of investments in Technology-related projects	Edit	Delete
6 Annual	Outcome	Percentage of Economic Development Districts (EDDs) and Indian Tribes implementing economic development projects from the Comprehensive Economic Development Strategy (CEDS) process that lead to private investment and jobs	Edit	Delete
7 Annual	Output	Percentage of sub-state jurisdiction members actively participating in the Economic Development District (EDD) program	Edit	Delete
8 Annual	Output	Percentage of University Center (UC) clients taking action as a result of the assistance facilitated by the UC	Edit	Delete
9 Annual	Outcome	Percentage of those actions taken by University Clients (UC) clients that achieved the expected results (e.g., projects implemented that generate private sector investment or create jobs). The UC Program is a partnership of federal government and academia that makes resources of universities available to the economic development community.	Edit	Delete
10 Annual	Output	Percentage of Trade Adjustment Assistance Center (TAAC) clients taking action as a result of the assistance facilitated by the UC	Edit	Delete
11 Annual	Outcome	Percentage of those actions taken by TAAC clients that achieved the expected results	Edit	Delete
12 Annual	Output	Percentage of local technical assistance and economic adjustment strategy investments awarded in areas of highest distress.	Edit	Delete

ECONOMIC DEVELOPMENT ADMINISTRATION 2004 FOLLOW-UP ACTIONS

Year	Type	Follow-up Action	States	Edit	Delete
1 2006	Performance	EDA's reauthorization now provides new authority to reward outstanding performance by grant recipients who excel in carrying out projects that create jobs. EDA continues to meet or exceed performance targets, which are based on 3, 6 and 9-year reviews of private sector investment and job creation. For example, while EDA projected that only 10% of total jobs would be created in the first three years after initial investment, recent performance data shows that 20% of total projected jobs were created during the first two years.		Edit	Delete
2 2006	Management			Edit	Delete

ECONOMIC DEVELOPMENT ADMINISTRATION 2004 FUNDING

Treasury Account	Prior Year	Current Year	Budget Year	Prior Year	Current Year	Budget Year	Explanation
No Funding Accounts defined. Click "Add Funding" above to define one.							

Section 8: USER ADMINISTRATION

This section reviews Agency Administrator tasks related to setting up new user accounts, assigning appropriate permissions (i.e. the authority to create and/or edit various components of PARTWeb including Programs, Assessments, and Teams).

Users

Only Administrators can approve new agency user accounts. Agency and OMB employees who require administrator authority must complete the Registration form on the MAX Homepage and fax it along with photocopy of their Federal photo ID to the OMB at 202-395-5080.

In order for an Agency Administrator to approve a new user, they need to have a signed registration form and a copy of the new user's government identification badge.

Approve Pending Users Who Do Not Have an ID

1. Login to the MAX Homepage as an Agency Administrator at <https://max.omb.gov/maxportal/sa/login.do>. Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.



2. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
3. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.



4. The top box on the page will be filled with pending users who do not have an ID. To view details of the pending user, please click on the pending user's name.



5. To approve a pending user, please select the *Approve* button. The Agency Administrator can only approve a new user once they have received a signed request form as well as a photocopy of the user applicant's Federal photo identification badge. Please note that by approving you are certifying that you have read the "*Certifier Agreement for an Agency Administrator*."
6. Once *Approve* is clicked, the pending user will no longer appear in the box.

Approve Pending Users who do not have a PARTWeb ID but have an ID to other applications provided by OMB

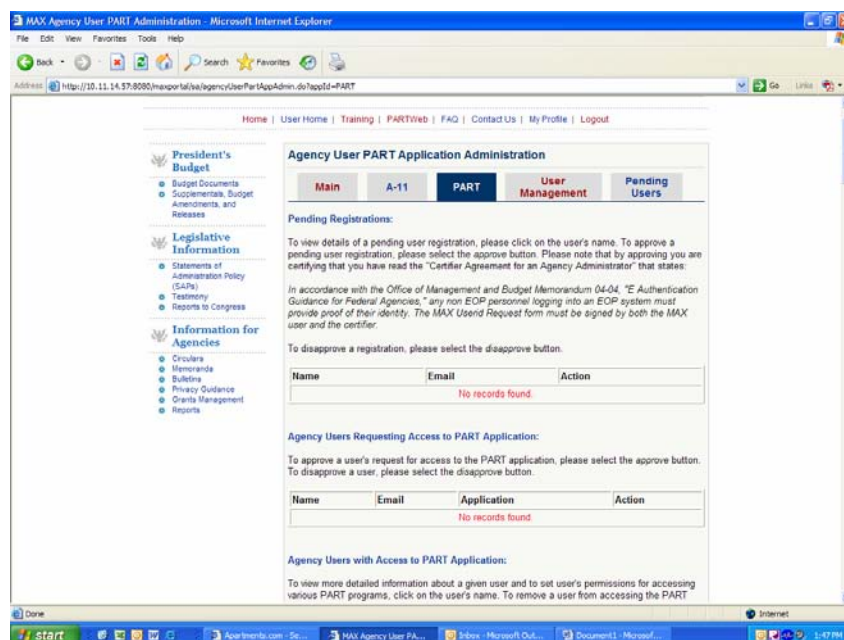
1. Login to the MAX Homepage as an Agency Administrator at <https://max.omb.gov/maxportal/sa/login.do>
2. Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under “You are registered for the following applications”, you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.



3. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
4. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.



5. The second box on the page will be filled with pending users who do not have a PARTWeb ID but have an ID to other applications used by OMB. These users will not have to submit a UserID request form to the Agency Administrator. It is the Agency Administrators' discretion on whether or not to approve the user to have access to PARTWeb.



- Once *Approve* is clicked, the pending user will no longer appear in the box.

Permissions

PARTWeb's Permissions function enables Administrators to authorize specific user access to various PARTWeb components.

User Permission is given at the PART program level. The Administrator only has to give access to the PART program and then the user will have access to every year that the PART was assessed.

Permissions on the MAX Homepage

User permissions can still be assigned in the PARTWeb application; however, there is the option to provide user permissions to both already existing users and new users immediately after they have been approved for PARTWeb. Please remember that user access is given at the Program level. This means that if a user is given access to the PART program, they will be able to have access to all of the assessments associated with that program.

Global access is another new feature on the MAX Homepage. This option can be used when the Agency Administrator wants to give read-only, write-only, admin-only (or any combination of the three) access to all of the PART programs for the agency.

User Permission

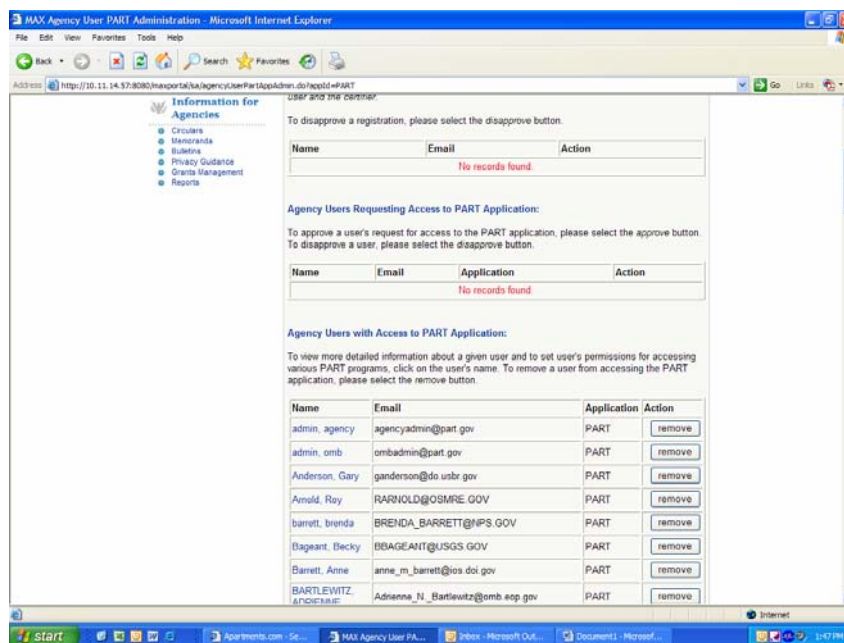
- Login to the MAX Homepage as an Agency Administrator at <https://max.omb.gov/maxportal/sa/login.do>
- Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.



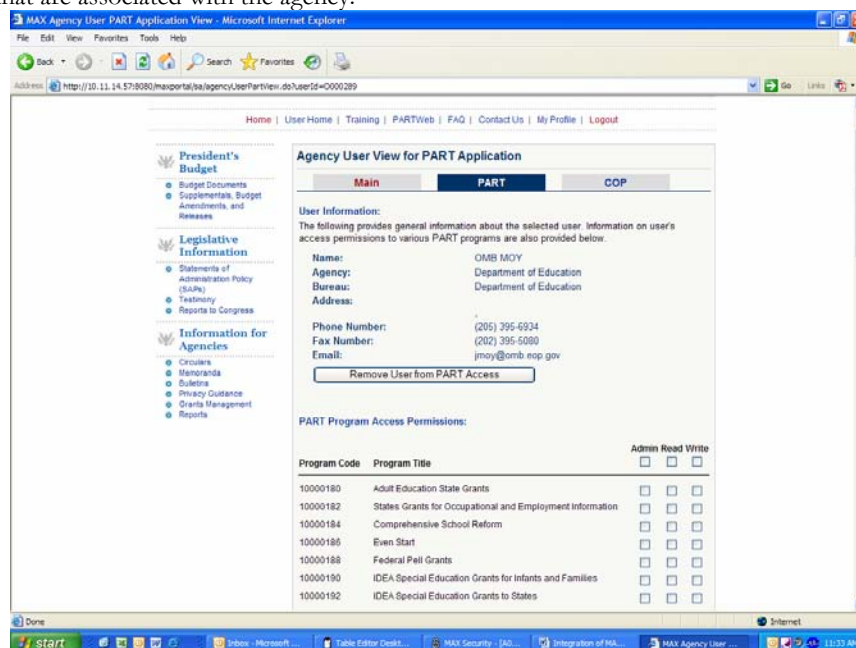
3. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
4. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.



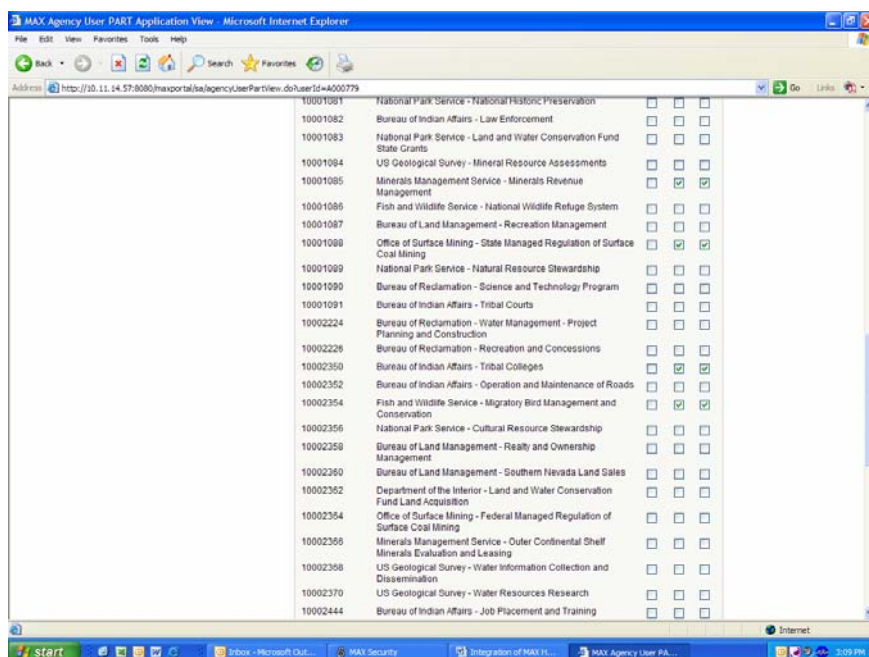
5. Please scroll down the page to see the list of users in the agency. To assign or change user permissions to a user, please click on the user's name in blue.



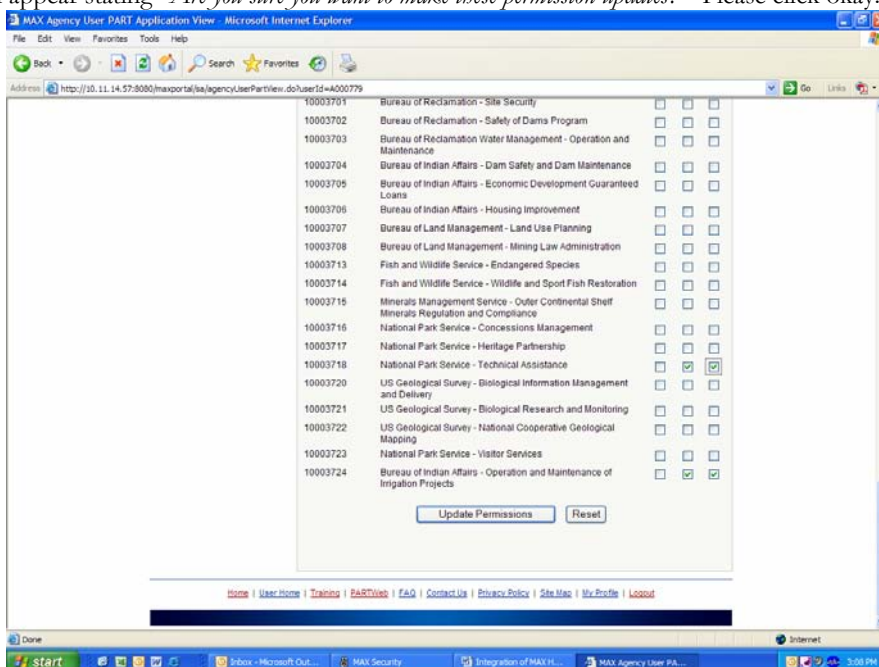
6. The user's contact information will appear at the top of the page. Scroll down the page to see the list of all PARTs that are associated with the agency.



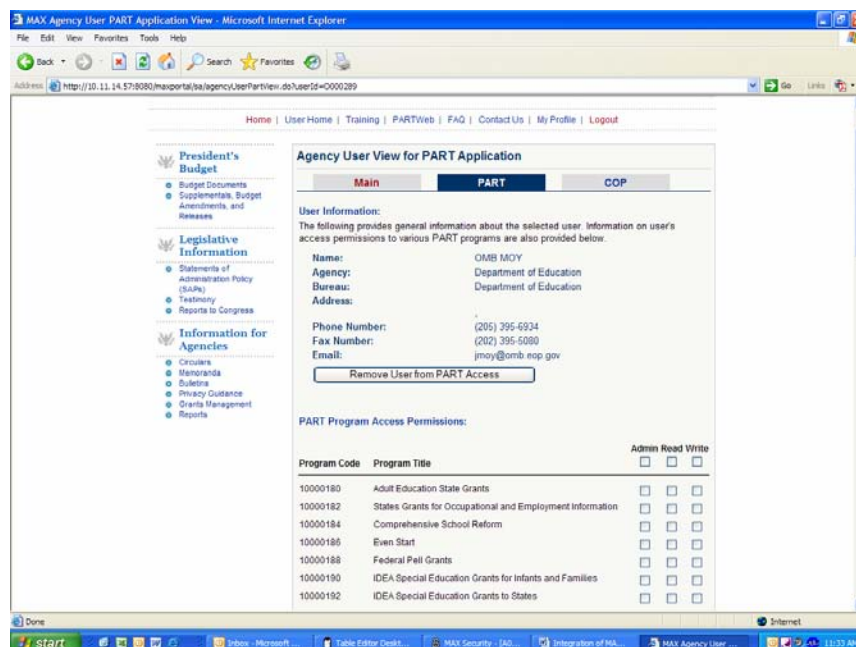
7. There is the option to give Admin, Read, and/or Write Access. Admin access should only be given to Agency Administrators. Please click on the appropriate boxes for the desired program access. Checks will appear to indicate the desired access for the user.



8. To save the user permissions, please scroll down to the bottom of the page and press Update Permissions. A box will appear stating *"Are you sure you want to make these permission updates?"* Please click okay.



9. The user permissions will save and the user's information will appear at the top of the webpage again. To get back to the list with all the users, please press the PART tab at the top of the page underneath Agency User View for PART Application.



Global User Permissions

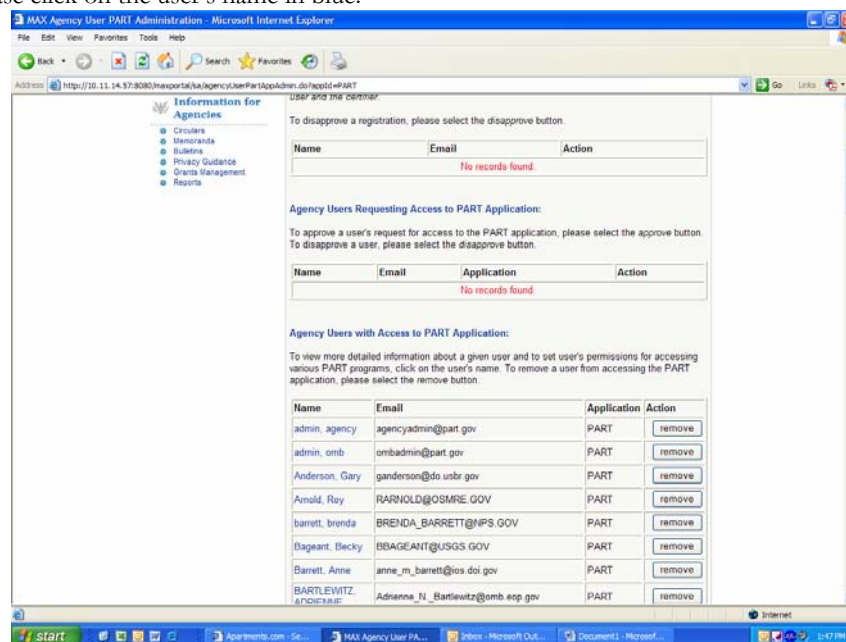
1. Login to the MAX Homepage as an Agency Administrator at <https://max.omb.gov/maxportal/sa/login.do>. Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.



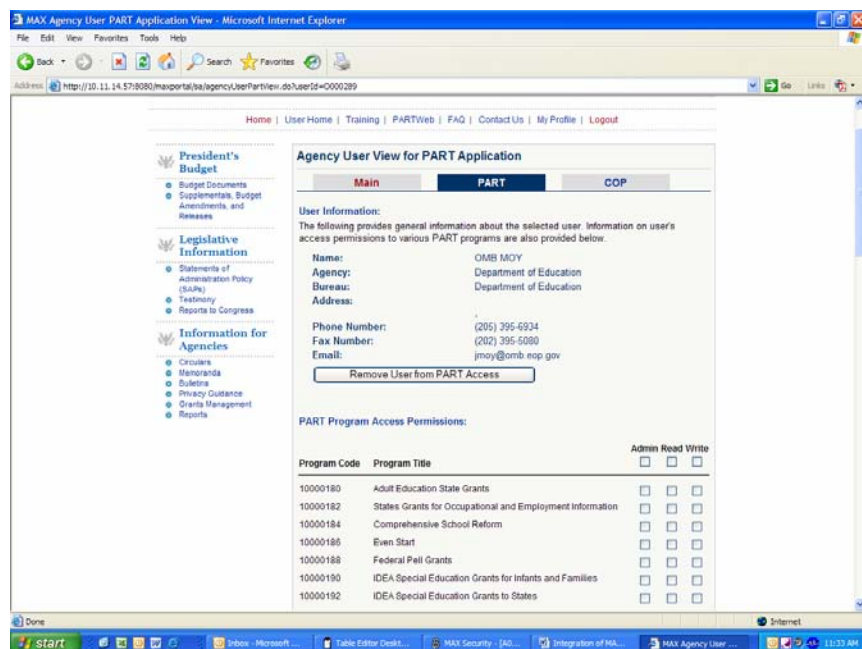
2. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
3. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.



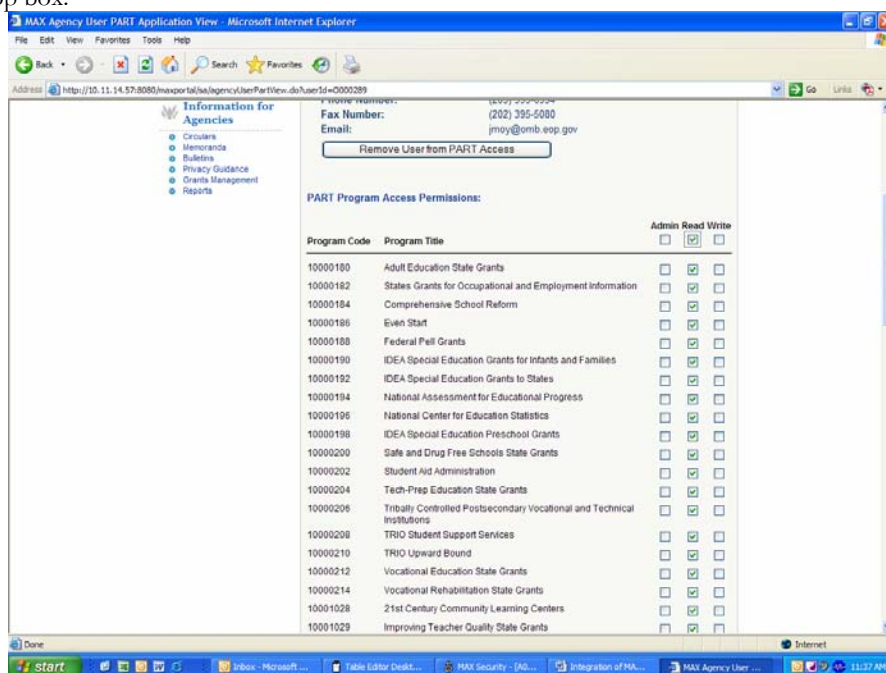
4. Please scroll down the page to see the list of users in the agency. To assign or change user permissions to a user, please click on the user's name in blue.



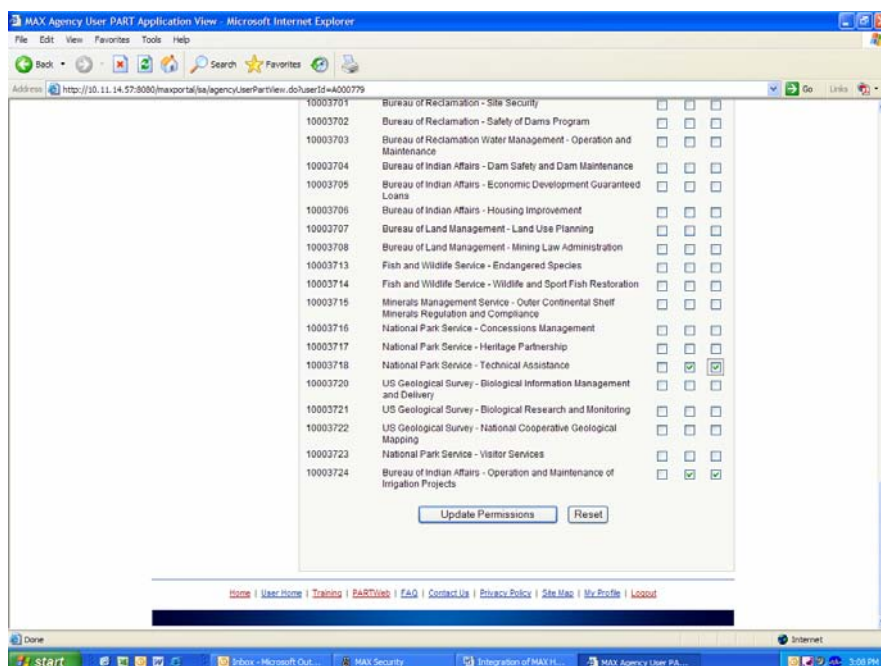
5. The user's contact information will appear at the top of the page. Scroll down the page to see the list of all PARTs that are associated with the agency.



6. There is the option to give Admin, Read, and/or Write Global Access. Admin access should only be given to Agency Administrators. Please click on the appropriate boxes at the top (next to Program Code and Program Title) for the desired program access. Checks will appear in all of the boxes in the column underneath the selected top box.



8. To save the user permissions, please scroll down to the bottom of the page and press Update Permissions. A box will appear stating "Are you sure you want to make these permission updates?" Please click okay.

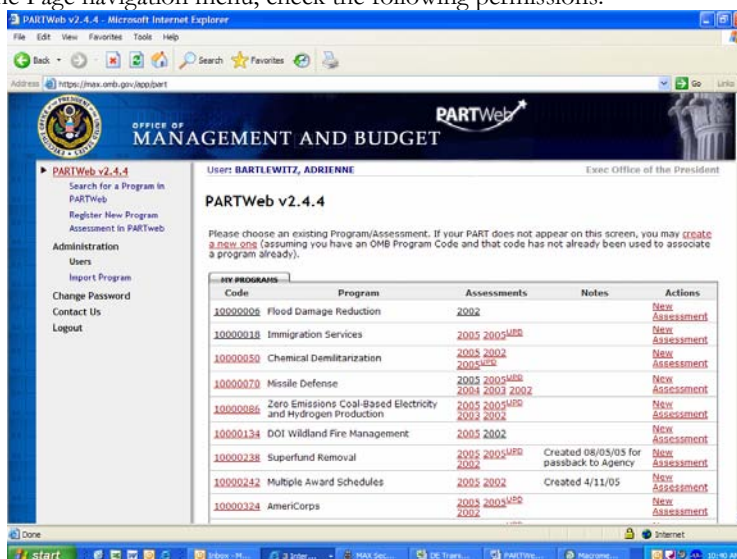


- The user permissions will save and the user's information will appear at the top of the webpage again. To get back to the list with all the users, please press the PART tab at the top of the page underneath Agency User View for PART Application.

Permissions in PARTWeb

Check Agency admin permissions on Home Page

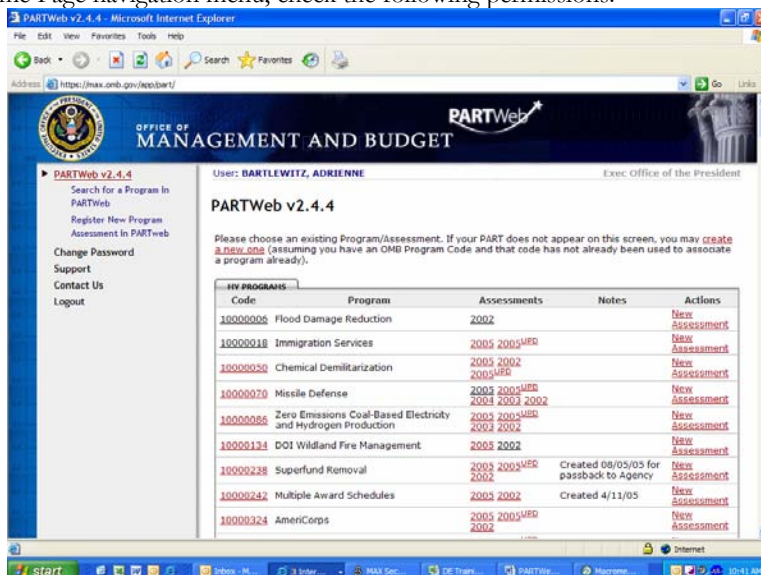
- Login as an Agency admin user.
- From the Home Page navigation menu, check the following permissions.



- The user has permission to the "Administration" links.
- The user has permission to the "Register New Program" link.
- The user has permission to the "New Assessment" link.

Check OMB user permissions on Home Page

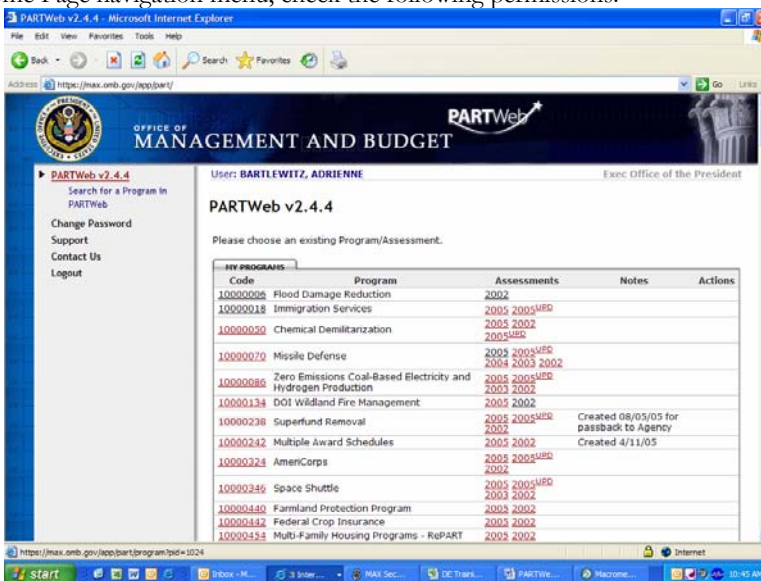
1. Login as an OMB user.
2. From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the “Administration” links.

Check Agency user permissions on Home Page

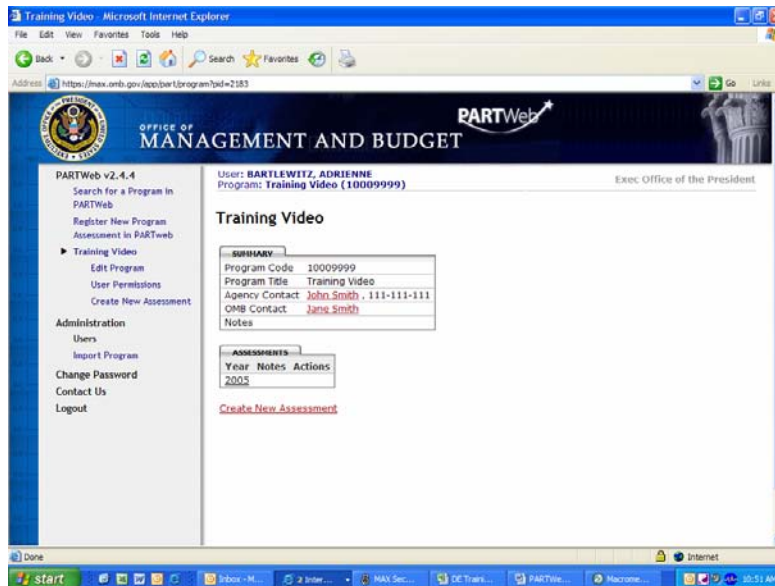
1. Login as an Agency user.
2. From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the “Administration” links or “Register New Program” link.
2. The user does NOT have permission to the “New Assessment” link.

Check Agency admin permissions on Program Page

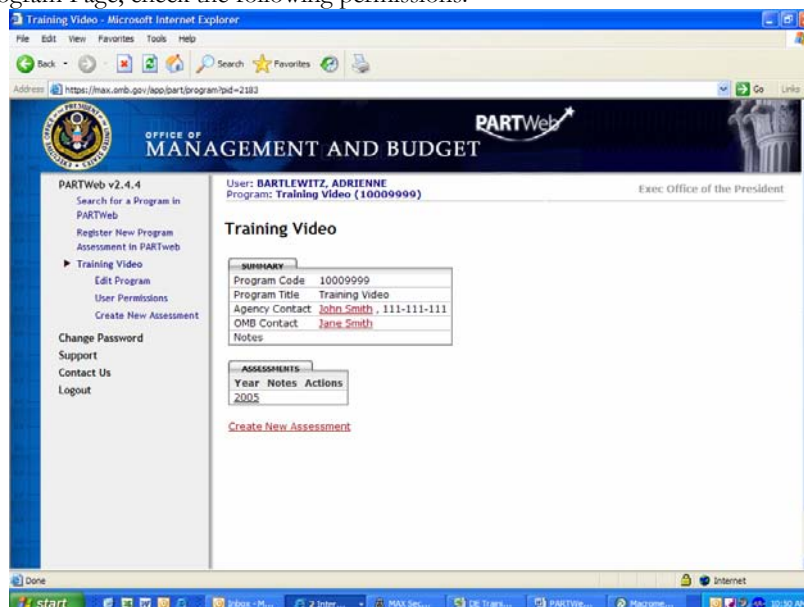
1. Login as an Agency admin user.
2. From the Program Page, check the following permissions.



1. The user has permission to the “Register New Program” link.
2. The user has permission to the “Edit Program”, “User Permissions”, “Create New Assessment”, “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Follow-up Action” links.
3. The user has permission to the “Add Funding”, “Edit” and “Delete” funding, the “assign question weights”, answers, “Add Performance Measure”, “Edit” and “Delete” measures, “Add Follow-Up Action”, and the “Edit” and “Delete” Follow-Up Action links.

Check OMB user permissions on Program Page

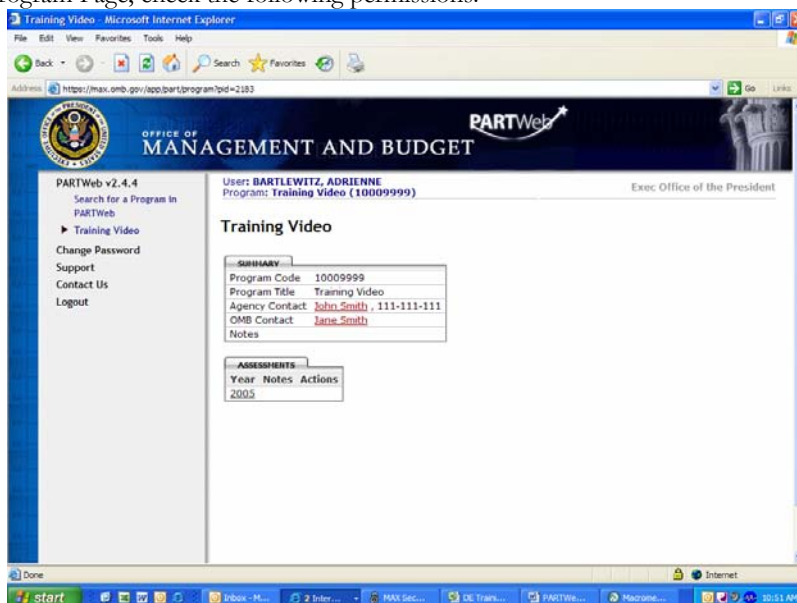
1. Login as an OMB user.
2. From the Program Page, check the following permissions.



1. The user does NOT have permission to the “User Permissions” link.
2. The user has permission to the “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Follow-up Action”, answers, and the “Display Measure Targets” link.
3. The user has permission to the “Add Funding”, “Edit” and “Delete” funding, the “assign question weights”, the answer, “Add Performance Measure”, “Edit” and “Delete” measures, “Add Follow-Up Action”, and the “Edit” and “Delete” Follow-Up Action links.

Check Agency user permissions on Program Page

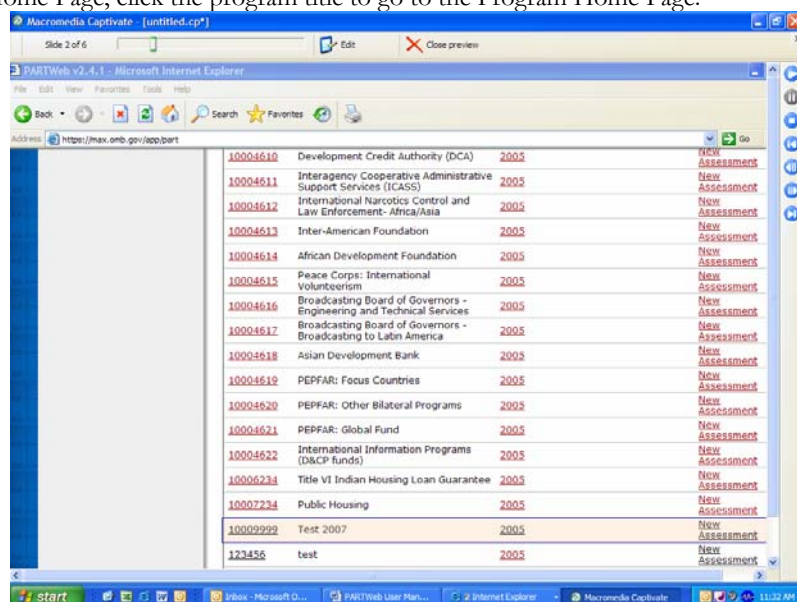
1. Login as an Agency user.
2. From the Program Page, check the following permissions.



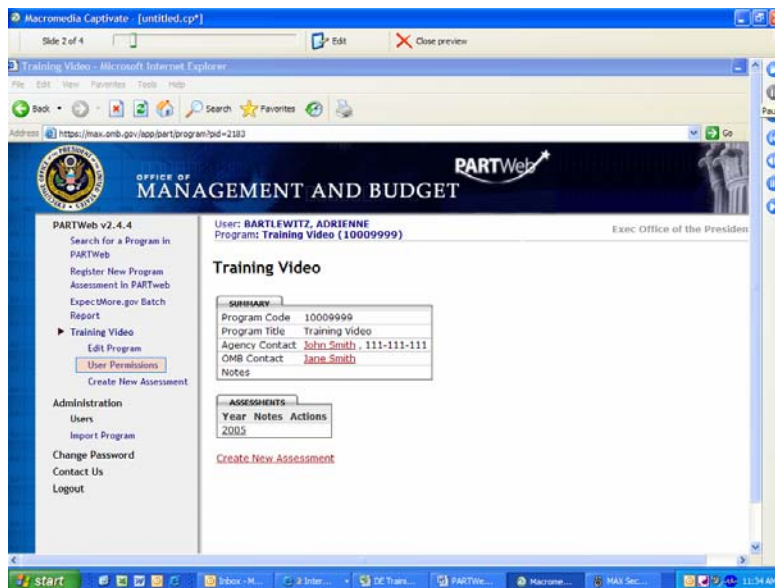
1. The user does NOT have permission to the “Edit Program”, “User Permissions”, and “Create New Assessment” links.
2. The user has permission to the “Funding Accounts”, “Question Answers”, “Question Weights”, “Performance Measures”, and “Recommendations” links.
3. The user has permission to the “Add Funding”, “Edit” and “Delete” funding, answers, “Add Performance Measure”, “Edit” and “Delete” measures, “Add “Follow-Up Action”, and the “Edit” and “Delete” Follow-Up Action links.

Adding/Editing user permissions for an existing assessment

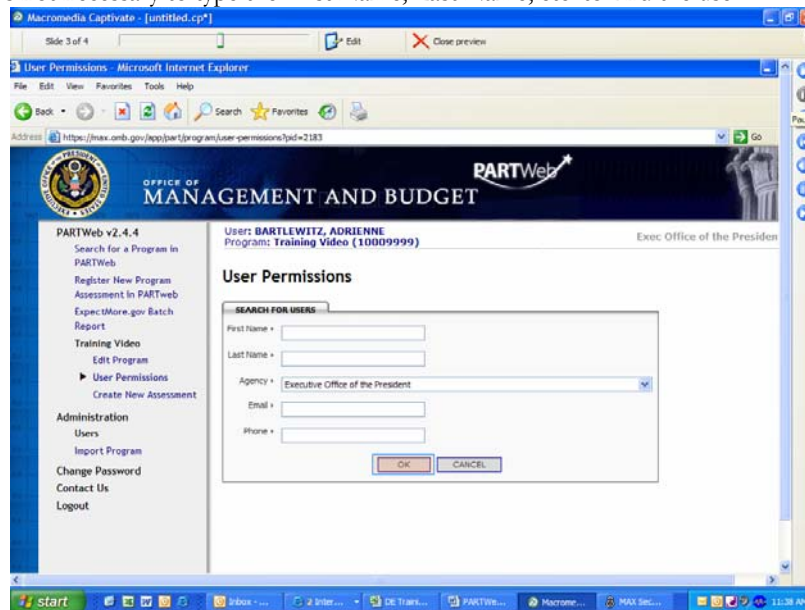
1. Login as an administrator who has permission to edit a program assessment.
2. From the Home Page, click the program title to go to the Program Home Page.



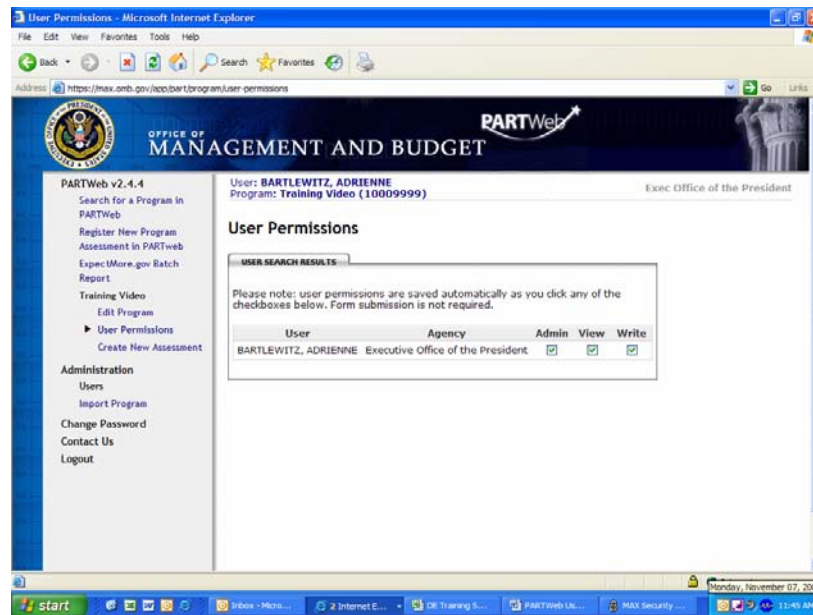
3. Click the “User Permissions” link from the navigation menus area.



4. The Agency should be defaulted to the appropriate agency. Click OK to get the entire list of users for the agency. It is not necessary to type the First Name, Last Name, etc. to find the user.



5. Edit the contents of the User Permission fields by placing checks next to their names in the correct boxes:



- Click back to the User Permissions on the left-hand toolbar to save the permissions. You can verify that the changes were made appropriately by going back and seeing the checks next to the person's name.

Section 9: XML Data Transfers

Currently Under Construction

Section 10: Help

To troubleshoot technical, network, and systems problems with PARTWeb, agency administrators should call the EOP Help Desk at (202) 395-7370 (this is also the MAX A-11 application support) or please email PARTWEB@omb.eop.gov.

There is a Contact Us page in PARTWeb that provides guidance and contact information. Also, there are several tutorial videos on the MAX Homepage (<https://max.omb.gov/maxportal/webPage/home/partWebTraining>) that may be helpful.

For questions related to a specific PART program, the agencies should work with their respective OMB program examiner. You can find the OMB program examiner's contact information in each PART that the OMB examiner is assigned to.